



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

**NOTICE OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday April 6, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 7:00 P.M.
Website address: www.todb.ca.gov**

A. ROLL CALL

1. Call business meeting to order 7:00p.m.
2. Pledge of Allegiance

B. PRESENTATION

C. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

The public may address the Board on any issue in the District's jurisdiction, which is not on the agenda. The public may comment on any item on the agenda at the time that item is taken up. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

D. AREA AGENCIES REPORTS / PRESENTATION

1. SHERIFF'S OFFICE REPORT
2. CHP REPORT
3. FIRE DISTRICT REPORT
4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT
5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Priority Report
4. Special Districts Report**

***These meetings are held Quarterly*

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Minutes of the Special meeting dated March 2, 2011
2. Minutes of the Regular meeting dated March 16, 2011
3. Minutes of the Special meeting dated March 28, 2011
4. District Invoices
5. District Financials

G. NEW BUSINESS AND ACTION ITEMS

1. Consideration, approval and adoption of Resolution 2011-05 for the Discovery Bay Landscape & Lighting Zone 8 2010-2011 Operating and Capital Improvement Budget Amendment
2. Consideration, approval and adoption of Resolution 2011-07 for the Discovery Bay Landscape & Lighting Zone 9 2010-2011 Operating and Capital Improvement Budget Amendment
3. Review and discussion on Park Rules & Regulations and Reservation forms and fees for Town of Discovery Bay CSD owned and maintained parks
4. Contract for the Operation and Maintenance of Water, Wastewater, and associated facilities for the Town of Discovery Bay Community Services District
5. Reconsideration of Board Action relative to Merchant Card Services Agreement with Banc Card of America Inc. for Credit Card/Debit Card Transactions
6. Agency Comment Request – Sandy Cove Shopping Center/Chase Bank
7. Appointment of Public Members to the FY2011-12 Budget Review Committee

H. CHAIR REPORT AND DIRECTORS' COMMENTS

I. MANAGER'S REPORT

1. Wetlands Update
2. Cherry Hills Drive update

J. GENERAL MANAGER'S REPORT

1. Emergency Preparedness
2. Internet Access WWTP II Status

K. DISTRICT LEGAL COUNSEL REPORT

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Minutes of Contra Costa County Byron Municipal Advisory Council for February 17, 2011
2. R – Letter to Ken Jacopetti Superintendent of Byron Union School District regarding the improvements at the School dated March 21, 2011

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Don Flint – PRRs for Brian Dawson and Bob Mankin for 1/1/2009 through 3/14/11 – Dated March 8, 2011 and clarified on March 14, 2011
2. Request from Mark Doran – Any and all follow up responses from County regarding his last PRR on submittals form AC reimbursements – Dated March 21, 2011
3. Request from Don Flint - Last Eight (8) outside audit reports and copies of transmission letters to the County Auditor Controller's office and State Controller – Dated March 28, 2011

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

1. Adjourn to the next regular meeting on April 20, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday March 2, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 7:00 P.M.
Website address: www.todb.ca.gov

Regular Meeting 7:00p.m.
Closed Session Meeting after Regular Meeting

A. ROLL CALL

The meeting was called to order. President Graves led in the Pledge of Allegiance. Roll call was taken and all directors were present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Dave Ciruli - Vice-President of the Discovery Bay Property Owners Association commented on the discussion that took place at the Town of Discovery CSD Board Meeting dated February 16, 2011.

C. AREA AGENCIES REPORTS/PRESENTATION

1. SHERIFF'S OFFICE REPORT - (AC) - Report Provided

Lieutenant Burton - Provided the report. Lieutenant Burton commented on the level of crime and that it has decreased somewhat. He also discussed the items on the report.

2. CHP REPORT - (AC) - No Report

3. FIRE DISTRICT REPORT - (AC) - Report Provided

Chief Henderson - Provided the Incident Summary Report and explained the report in detail.

Chief Henderson commented on the Benefit Assessment Tax and that there was a press release sent out and he also asked that community members interact with the Fire District Board of Directors and Engineer in order to move forward with the tax.

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT - (AC) - No Report

5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT - (AC) - No Report

Karyn Cornell - Stated that there is a free program called Earn It, Keep It, and Save it and that program will assist people with their taxes. Karyn also commented on a new section on the Contra Costa County Website that will offer on-line assistance and you will acquire a live person from nine (9) to five (5), Monday through Friday. Karyn also provided the East Bay Economic Development Alliance 2010 East Bay Indicators brochure, which offers excellent information. Supervisor Piepho is continuing to work with the Department of Boating and Waterways on the Egeia Densa.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report - (AC) - No Report

2. County Planning Commission Report - (AC) - No Report

3. Code Enforcement Priority Report - (AC) - No Report

4. Special Districts Report ** - No Report

****These meetings are held Quarterly**

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Minutes of the Regular Meeting dated February 16, 2011
2. District Invoices

Motion made – by Director Simon to approve the Consent Calendar and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

F. NEW BUSINESS AND ACTION ITEMS

None

G. CHAIR REPORT AND DIRECTORS' COMMENTS

Director Steele – Provided his report and stated that he attended the Byron Union School District meeting on February 17, 2011 and reported on the discussion within the meeting.

Director Steele – Provided his report and stated that he attended the Board of Supervisor Advisory Body's Training meeting on February 28, 2011 and reported on the discussion within the meeting.

Vice-President Dawson – Provided his report and stated that he attended the Byron Union School District meeting on February 22, 2011 and reported on the discussion within the meeting.

Vice-President Dawson – Provided his report and stated that he attended the Joint MAC meeting on February 26, 2011 along with Director Tetreault, Director Simon, and General Manager Howard and reported on the discussion within the meeting.

H. MANAGERS REPORTS

1. Landscaping Report

Landscape Manager Perez – Provided a Power Point presentation and provided details from the presentation which includes the Willow Lake Road project that has been completed, the Cornell Park project, and the Ravenswood Splash Pad.

2. Water and Wastewater Report

Water and Wastewater Manager Koehne - Provided a Power Point presentation and provided details from the presentation which includes the sewer manhole that was rehabilitated, the Channel Road gate that was replaced, and the Moles for the Bio Solids building – Tic and Track.

I. GENERAL MANAGER'S REPORT

General Manager Howard – Provided two (2) items and one (1) is a status update on the contract with Veolia and that there will be a meeting on Friday and the item will be on the next Board meeting agenda. The second item is the agenda forecast sheet which is called the "Blue Sheet", and that sheet will be used internally to track board agenda items.

J. LEGAL COUNSEL REPORT

1. Discussion regarding Board Meeting Rules of Order and Amend Board's Rules of Procedure to consider adopting Rosenberg's Rules of Order

Legal Counsel Schroeder – Provided details on what the Parliamentary Procedures are and that under the By-Laws, toward the end, there is a provision that states that the Parliamentary Procedures are Roberts Rule of Order which is your fallback. Legal Counsel Schroeder would like to suggest that the Board consider amending the By-Laws to replace Roberts Rule of Order as your fallback parliamentary procedures and to use Rosenberg's Rules of Order. Legal Counsel Schroeder would like the Board to review the suggested change before the next meeting. The discussion continued among the Board Members and Legal Counsel Schroeder.

K. CORRESPONDENCE – Discussion and Possible Action

1. R – Letter to Supervisor Piepho from David O. Livingston regarding the staff of David O. Livingston to research the P-6 fund balance
2. R – Contra Costa County Department of Conservation & Development regarding revised Agency Comment Request Form dated February 9, 2011
3. R – Copy of letter from the California Regional Water Quality Control Board regarding the June 2010 sanitary sewer overflow dated February 9, 2011
4. R – Letter from Supervisor Piepho regarding a Board Order - January 25, 2011, Byron Corners General Plan Amendment Study Authorization dated February 9, 2011

L. PUBLIC RECORD REQUESTS RECEIVED

Request from Mark Doran – 2010-2011 Submissions and resubmissions to and from County for AC Functions – Dated February 10, 2011

Request from Don Flint – Names and Email addresses of the people who received the Annual Renewal of the Town of Discovery Bay CSD Agendas email – Dated February 11, 2011

Request from William Richardson – Follow up CSD Defamation of Citizens Submitting PRRs – Dated February 11, 2011

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

The meeting was adjourned at 8:08p.m. to the Special Meeting on March 2, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

O. CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL

Initiation of litigation, Government Code Section 54956.9(c)

One (1) potential case

Legal Counsel Schroeder – Stated that the Board of Directors will adjourn into closed session regarding item O. There are no facts or circumstances for disclosure purposes.

President Graves – Made a request that the premises be vacated.

P. Return to open session; report on closed session.

Report out of closed session. The Board reconvened into open session at 8:47p.m. following the unlocking of the doors and alerting anyone outside. District Counsel reported that all five (5) Board Members were present during the closed session and that there was no reportable action.

Q. ADJOURNMENT

The meeting was adjourned at 8:47p.m. to the next regular meeting on March 16, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

cmc – 03.14.11



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday March 16, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00p.m.

A. ROLL CALL

The meeting was called to order. President Graves led in the Pledge of Allegiance. Roll call was taken and all the directors were present.

Legal Counsel Schroeder – Reported on the closed session dated March 2, 2011 and stated that the Board met regarding the sole closed session agenda item. All five (5) Board Members were present during the duration of the closed session and there was no reportable action.

President Graves – Stated that there are changes to the agenda – Agenda Item F-1 has been pulled from the agenda and Agenda Item F-4 has been moved to item F-1.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit) None

C. PRESENTATION

David Wahl and Lynn Gursky – Provided information on the upcoming Relay for Life for the American Cancer Society. President Graves presented a Resolution for the Relay for Life from the Town of Discovery Bay CSD.

D. CHAIR REPORT AND DIRECTORS' COMMENTS

Director Steele – Provided his report and stated that he attended the LAFCo meeting on March 9, 2011 and reported on the discussion within the meeting.

Vice-President Dawson – Reported on the East Contra Costa Fire Protection District meeting and reported on the discussion within the meeting.

President Graves – Provided his report and stated that he attended the East Contra Costa Fire Protection District meeting on March 7, 2011 and reported on the discussion within the meeting.

President Graves – Provided his report and stated that he attended the Byron Union School District meeting on March 3, 2011 and reported on the discussion within the meeting.

President Graves – Provided his report and stated that he attended the Contra Costa County Aviation Advisory Committee meeting on March 8, 2011 and reported on the discussion within the meeting.

President Graves – Provided his report and stated that he attended the Egeria Densa meeting on March 3, 2011 and reported on the discussion within the meeting.

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. District Invoices
2. District Financials

Motion made – by Director Simon to approve the Consent Calendar and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5 NOES: 0.

F. NEW BUSINESS AND ACTION ITEMS

1. Consideration, approval and adoption of the Discovery Bay Landscape & Lighting Zone 8 2010-2011 Operating and Capital Improvement Budget Amendment

Item pulled from the Agenda

1. Merchant Card Services Agreement with Banc Card of America Inc. for Credit Card/Debit Card Transaction

General Manager Howard – Explained the details of the Merchant Card Services Agreement and introduced Tom Loecher from Banc Card Services. The discussion continued between the General Manager, the Board, and the representative from Banc Card Services.

Motion made – by Director Simon to adopt Staff's recommendation with the changes to be that the cost associated with the Credit Card is not incurred by the Town of Discovery Bay Community Services District and dropping the Point of Service usage and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

2. Discuss and provide comment on Contra Costa County Department of Conservation and Development's Agency Comment Request for the Regatta Park Basketball Court Project

General Manager Howard – Explained the details of the request for the Regatta Park Basketball Court Project.

Motion made – by Director Simon to authorize Staff to send a letter supporting the project for Regatta Park and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

3. Appointment of public members to the FY 2011-12 Budget Review Committee; the Community Center Committee and the Communications Committee

General Manager Howard – Explained the details of appointing public members to the three (3) Committees.

President Graves – Announced the results for the Committees

Budget Review Committee – Due to the fact that there was not an adequate response to the announcement for members of the public to sit on the Budget Review Committee, the two (2) Board members on that committee have requested that the application date be extended and that the District solicit additional applicants for consideration to sit on the committee.

Motion made – by Vice-President Dawson to extend the application period for the Budget Review Committee ten (10) days from March 16, 2011 and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

Communications Committee – The Communications Committee recommends that Discovery Bay Residents Amanda Dove, Chris Middleton, and Jennifer Mixon be appointed to the Committee. All three (3) applicants possess a strong background in business communications.

Community Center Committee – The Community Center Committee recommends that Discovery Bay residents Bob Abbadie, Jim Mattison, and Sean O'Toole be appointed to the Committee. All three (3) applicants bring a variety of backgrounds and skill sets to the committee that will be a beneficial outcome.

Motion made – by Director Tetreault to ratify the committee nominations and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

G. VEOLIA REPORT

Veolia Manager Gerald Smart – Provided the slides which gave the details of the monthly report for February 2011.

H. MANAGERS REPORTS

None

I. GENERAL MANAGER'S REPORT

General Manager Howard – Stated that he has several items, and one is that we have three (3) weeks between this meeting and our next meeting which is April 6, 2011, so enjoy your week off. Second is that April 30, 2011 has been selected as the ribbon cutting ceremony for the Ravenswood Splash Pad, and third is that Cornell Park went through an overseeing process and the park will be ready for the Lion's Club Easter Egg Hunt on April 16, 2011.

J. LEGAL COUNSEL REPORT

1. Continued discussion regarding Board Meeting Rules of Order

Legal Counsel Schroeder – Stated that at the last meeting dated March 2, 2011 he had given a brief report on the agenda item regarding the Rosenberg's Rules of Order. As a brief overview Rosenberg's Rules of Order would be your fall-back procedures, just as the Robert's Rule of Order is currently, which means unless you have a specific procedure already adopted, then this would be the procedures you would follow. Therefore, if there is a specific item you do not like, we then adopt a specific procedure and that would have power over the information in the Rules of Order.

The discussion continued between the Board Members and Legal Counsel.

Legal Counsel Schroeder – Stated that he would like to frame the motion - Directing Counsel to prepare the necessary documents to adopt Rosenberg's Rules of Order and establishing two (2) specific rules of procedure, one (1) requiring a second on all motions and two (2) authorizing the President to unilaterally have the power to recess for brief periods of time.

Motion made – by Vice-President Dawson as stated above and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

K. CORRESPONDENCE – Discussion and Possible Action

1. Contra Costa County Aviation Advisory Committee Minutes of Meeting for January 11, 2011
2. TRANSPAN Committee Special Meeting Minutes for February 17, 2011
3. Copy of Letter from Supervisor Piepho to Mayor Jim Frazier regarding most recent cross over accident on the Section of the Highway 4 Bypass dated February 22, 2011
4. Letter from Supervisor Piepho regarding recent correspondence received by her office from Public Works answering questions concerning Discovery Bay CSD and Alamo MAC Committee dated February 25, 2011
5. Copy of Letter from Discovery Bay P-6 Zone Citizen Advisory Committee to Sheriff Livingston regarding the Resident Deputy Program dated February 25, 2011
6. Letter from Supervisor Piepho - Board Orders from March 1, 2011 Board of Supervisors Meeting
7. Letter from Department of Conservation and Development regarding Notice of Public Review and Intent to Adopt a Proposed Mitigated Negative Declaration for the Orwood Resort dated March 9, 2011

** Attachments to all correspondence are available at the district offices for public viewing during normal business hours.*

L. PUBLIC RECORD REQUESTS RECEIVED

Request from Don Flint – Independent Special Districts LAFCo Election dated February 17, 2011

M. FUTURE AGENDA ITEMS

Vice-President Dawson – Stated that he would like to have Electricity Costs and an update of the Wetlands Project added as agenda items.

Director Steele – Stated that he would like to have a Recreation Committee added as an agenda item.

N. ADJOURNMENT

The meeting was adjourned at 8:30p.m. to the regular meeting on April 6, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

cmc- 3.28.2011



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Monday March 28, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

SPECIAL MEETING at 6:30p.m.

A. ROLL CALL

The meeting was called to order. President Graves led in the Pledge of Allegiance. Roll call was taken and all directors were present.

B. PUBLIC COMMENTS (Public Comments will be limited to a 3-minute time limit)

None

C. NEW BUSINESS AND ACTION ITEM

- 1) Adopt Resolution 2011-06 declaring the existence of an emergency regarding Cherry Hills sewer system and authorizing immediate expenditure of public money to safeguard life, health, and property pursuant to Public Contract code Section 20168.

General Manager Howard – Gave the details of the sewer line replacement on the 2800 block of Cherry Hills Drive. There is an emergency condition that exists and action needs to be taken.

Water and Wastewater Manager Koehne – Provided slides of the area within the 2800 block of Cherry Hills Drive that is in need of the sewer line replacement. Water and Wastewater Manager Koehne also presented the specifics of the condition of the pipe obstruction.

The discussion continued between the Board, Water and Wastewater Manager Koehne, and General Manager Howard. Veolia staff member, Ulyssa Oviawe provided additional details of the pipe obstruction.

Motion made – by Director Tetreault to accept the contract not to exceed \$100,000 and seconded by Vice-President Dawson.

Motion amended – by Director Tetreault to adopt the emergency Resolution 2011-06 and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

D. ADJOURNMENT

The meeting was adjourned at 6:47p.m. to next Regular meeting of April 6, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

cmc – 03.29.11



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

April 6, 2011

Prepared By: Liz Hardy, Accounts Assistant

Submitted By: Rick Howard, General Manager

Agenda Title

District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$140,939.99

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. Category: Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD
Town of Discovery Bay CSD Operating and Capital Budgets
Staff Approved - \$5,000 to \$10,000 Pending Purchase Listing
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District #8
Discovery Bay Lighting & Landscape District #8 Operating and Capital Budgets
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District #9
Discovery Bay Lighting & Landscape District #9 Operating Budget

AGENDA ITEM: F-4

Request for authorization to pay Invoices
For the Meeting on April 6, 2011
Town of Discovery Bay CSD
For Fiscal Year's 7/10 - 6/11

Acct Code			
1	7002	RellaStar Life Insurance Co. Emp# JR52, ING Employer # JR52 457 (b) for Mar 16-30 for 4.06.11 Check	\$683.97
	7003	RellaStar Life Insurance Co. Emp# JR52, ING Employer # JR52 457 (b) for Mar 16-30 for 4.06.11 Check	\$350.00
		Sub-Total	\$1,033.97
2	7003	SDRMA Inv# 0007581-IN, dtd 4/1/11 Ancillary Benefits for March 2011	\$1,018.17
3	7120	SDRMA Inv# 0035695-IN, dtd 3/9/11 Workers Comp Coverage 4th qrt (Apr 1-Jun 30)	\$2,558.00
		Sub-Total	\$3,576.17
4	7005	Neumiller & Beardslee Inv# 239017, dtd 3/8/11 General services performed thru 2/28/11	\$6,859.69
5	7010	AMS.NET Inv# 125356, dtd 3/17/11 GTM with Joey SIP interface error uninstalled update	\$225.00
6	7010	Blg Dog Computer Inv# 20090930-14, dtd 3/02/11 Installed and configured wireless router	\$170.00
	7510	Blg Dog Computer Inv# 20090930-14, dtd 3/02/11 Go-To-Assist & Microsoft Technet	\$362.03
	7670	Blg Dog Computer Inv# 20090930-14, dtd 3/02/11 Parts wireless router Cisco Linksys	\$124.97
		Sub-Total	\$657.00
7	7010	Luhdorff & Scalmanini Inv# 26669, dtd 02/27/11 DB Water Master Plan services rendered thru 2/27/11	\$4,173.00
8	7010	Shields Consulting Grp. Inv# 1011-1, dtd 3/15/11 Prof consulting serv for State reimb claims	\$168.02
WATER			
9	7135	PG&E / Acct# 2943721807-5 Newport WTP	02/11-03/14/11 \$7,787.95
10	7135	PG&E / Acct# 2990602600-9 Willow Lake WWTP	02/10-03/11/11 \$2,745.26
11	7135	PG&E / Acct# 3349549227-5 Well #3 DB Blvd & Edgeview	02/10-03/11/11 \$18.30
12	7135	PG&E / Acct# 6760524303-8 Irr. Controller (Newport @ Well 4A)	02/11-03/14/11 \$15.34
13	7135	PG&E / Acct# 7068319849-6 Well #5	02/09-03/10/11 \$1,298.93
14	7135	PG&E / Acct# 8351173112-3 Well #2	02/10-03/11/11 \$887.80
15	7135	PG&E / Acct# 8609981202-5 Well #1 (Gas)	02/10-03/11/11 \$39.27
16	7135	PG&E / Acct# 8651647866-5 Well #1	02/10-03/11/11 \$1,745.23
		Sub-Total	\$14,538.08
SEWER			
17	7137	PG&E / Acct# 0631986334-3 Newport Lift Station	02/110-3/14/11 \$1,941.73
18	7137	PG&E / Acct# 1182741894-5 Pump Station D	02/10-03/11/11 \$87.78
19	7137	PG&E / Acct# 1318320217-8 Pump Station A	02/10-03/11/11 \$51.40
20	7137	PG&E / Acct# 2068717691-5 Pump Station G	02/11-03/14/11 \$30.75
21	7137	PG&E / Acct# 2172798825-1 Pump Station R	02/11-03/14/11 \$42.20
22	7137	PG&E / Acct# 2527523613-8 Pump Station S	02/12-03/14/11 \$294.30
23	7137	PG&E / Acct# 3016215915-3 Pump Station F	02/09-03/10/11 \$521.01
24	7137	PG&E / Acct# 3101013157-6 Lakes 4 Lift Station	02/10-03/11/11 \$85.18
25	7137	PG&E / Acct# 3497478293-9 Lakeshore Lift Station	02/09-03/10/11 \$445.32
26	7137	PG&E / Acct# 3881134135-3 WWTP #1	02/11-03/14/11 \$7,133.21
27	7137	PG&E / Acct# 4193709211-6 Pump Station C	02/11-03/14/11 \$51.15
28	7137	PG&E / Acct# 4201000159-4 Golf Course Valve Station	02/12-03/14/11 \$39.70
29	7137	PG&E / Acct# 4225081240-3 Disc WWTP & Pump Station W	02/11-03/14/11 \$27.54
30	7137	PG&E / Acct# 4516230421-1 Pump Station H	02/10-03/11/11 \$21.49
31	7137	PG&E / Acct# 7234986505-4 Pump Station J	02/10-03/11/11 \$198.36
32	7137	PG&E / Acct# 7312115758-7 SS/HWY 4 E/Disco Bay Blvd W/O Bridge	02/11-03/14/11 \$13,500.82
33	7137	PG&E / Acct# 7630923070-4 Pump Station E	02/09-03/10/11 \$241.00
34	7137	PG&E / Acct# 8343916134-6 Fern Ridge Circle/Hofmann	02/08-03/09/11 \$517.43
35	7137	PG&E / Acct# 8440119997-5 Knightsen School Pump Station	02/10-03/11/11 \$26.76
		Sub-Total	\$25,257.13
36	7210	Gemini Group LLC Inv# 111-10103, dtd 3/23/11 Prepayment for CCR mailing services	\$1,820.00
37	7280	CA Dept Public Health Inv# 1150037, dtd 3/25/11 Water system fees 7/1-12/31/10 system# 0710009	\$3,112.40
38	7290	CC Special Districts Assoc 20th Anniversary Dinner for GM and Director	\$50.00
	7730	CC Special Districts Assoc 20th Anniversary Dinner for GM and Director	\$50.00
		Sub-Total	\$100.00
39	7300	American Retrofit Systems Inv# 58, dtd 3/16/11 Remove, ship control board to mfr to be programmed	\$500.00
40	7300	American Retrofit Systems Inv# 59, dtd 3/17/11 Check Decant lift station	\$100.00
41	7300-P	American Retrofit Systems Inv# 61, dtd 3/28/11 Night call out to fix clarifier lift pump bubbler at lift station	\$200.00
42	7300-P	American Retrofit Systems Inv# 62, dtd 3/30/11 Repair underground wires for RAS 3 WWTP2	\$1,000.00
43	7690	American Retrofit Systems Inv# 60, dtd 3/25/11 Repair elec lighting on 2 trucks turn signal & emer flash	\$100.00
		Sub-Total	\$1,900.00

Request for authorization to pay Invoices
For the Meeting on April 6, 2011
Town of Discovery Bay CSD
For Fiscal Year's 7/10 - 6/11

Acct Code					
44	7300	J.W. Backhoe & Constr.	Inv# 1489, dtd 3/14/11	Saw cut 2 locations at 5610 & 5501 Beaver Ln	\$1,663.51
45	7300	J.W. Backhoe & Constr.	Inv# 1491, dtd 3/16/11	Paved 1037 DB Blvd well 1B, 5501/5610 Beaver Ln	\$5,039.78
46	7300	J.W. Backhoe & Constr.	Inv# 1493, dtd 3/16/11	Dug up inside Well 1B pump station	\$9,644.18
47	7300	J.W. Backhoe & Constr.	Inv# 1494, dtd 3/16/11	Called out to emergency leak at 741 Beaver Ct	\$5,714.99
Sub-Total					\$22,062.46
48	7300	Paul E Vaz Trucking, Inc.	Inv# 11946, dtd 3/23/11	Materials for waste water plant	\$633.88
49	7300	Paul E Vaz Trucking, Inc.	Inv# 11947, dtd 3/23/11	Hauling for water treatment plant	\$750.46
Sub-Total					\$1,384.34
50	7300	R & B Company	Inv# S1249780.001, dtd 3/14/11	8 X 1 IP Mueller BR 2 B 0899	\$760.80
51	7300	R & B Company	Inv# S1243507.001, dtd 3/25/11	Rebuild kit /UL20 AL20 Rebuild kit	\$848.42
Sub-Total					\$1,609.22
52	7330	Basic Chemical Solutions	Inv# SI5852462, dtd 3/23/11	Chemicals for 1800 Willow Lake Drive	\$1,234.75
53	7330	Basic Chemical Solutions	Inv# SI5852463, dtd 3/23/11	Chemicals for 1800 Newport Drive	\$1,191.44
Sub-Total					\$2,426.19
54	7330	Nalco Company	Inv# 95737736, dtd 3/9/11	Prosedium IBC-1 Way tote	\$4,483.73
55	7420	MallFinance	Inv# N2368577, dtd 3/21/11	Lease payment for 04/19/11 - 05/18/11	\$70.09
56	7420	Neofunds by Neopost	Inv# xxxx-xxxx-xxxx-4658, dtd 3/07/11	Postage	\$824.64
57	7430	Office Depot	Inv# 555390491001, dtd 3/11/11	Office Supplies	\$22.70
58	7430	Office Depot	Inv# 555390660001, dtd 3/11/11	Office Supplies	\$92.11
59	7430	Office Depot	Inv# 555912472001, dtd 3/16/11	Office Supplies	\$21.76
60	7430	Office Depot	Inv# 555912560001, dtd 3/16/11	Office Supplies	\$9.69
61	7430	Office Depot	Inv# 555117874001, dtd 3/10/11	Office Supplies	\$91.46
	7670	Office Depot	Inv# 555117874001, dtd 3/10/11	Office Supplies	\$66.30
62	7952	Office Depot	Inv# 554389788001, dtd 3/03/11	Office Supplies	\$44.68
Sub-Total					\$348.70
63	7300	UPS	Inv# 000012X417111, dtd 3/12/11	Package to Parkson Engineering	\$54.40
	7420	UPS	Inv# 000012X417111, dtd 3/12/11	Package to Parkson Engineering	\$12.63
64	7300	UPS	Inv# 000012X417131, dtd 3/26/11	Package to Fluid Conservation Systems	\$28.72
Sub-Total					\$95.75
65	7630	Brut Force Janitorial	Inv# 103, dtd 3/29/11	Cleaning of main office and DB Blvd for April 2011	\$110.00
66	7630	Discovery Pest Control	Inv# 0426865, dtd 3/11/11	Service for Ants/spiders	\$136.00
67	7685	Fluid Conservation Systems	Inv# DISBAY011, dtd 3/29/11	Labor, Repair for Soundsens 2 Pod 3510	\$219.13
68	7690	Thornberg Mobile Service	Inv# 50232, dtd 3/22/11	Maint on crane C5500 GMC	\$70.00
69	7720	Brian Dawson	dtd 3/31/11	Directors Meetings for Mar 2011	\$300.00
70	7720	Mark Simon	dtd 3/16/11	Directors Meetings for Feb 2011	\$300.00
71	7950	CCC Tax Collector	Inv# 10 356519 2, dtd 3/14/11	Prop tax corrcd bill P# 008-340-040-8 01	\$2,197.96
72	7950	CCC Tax Collector	Inv# 10 356520 2, dtd 3/14/11	Prop tax corrcd bill P# 008-340-041-6 01	\$819.18
Sub-Total					\$3,017.14
73	7952	Cleary Bros	Inv# i-70849, dtd 3/14/11	Treated 28 plum trees Park n ride at Bixler Rd***	\$385.00
74	7952	Cleary Bros	Inv# i-70851, dtd 3/14/11	Treated 47 Shamel Ash trees at Bixler Str Scape N of Denial***	\$864.00
75	7952	Cleary Bros	Inv# i-70853, dtd 3/14/11	Treated 47 Shamel Ash trees on Bixler & N of Balfour***	\$803.00
76	7952	Cleary Bros	Inv# i-70855, dtd 3/14/11	Treated 19 Pistache trees S Streetscape Point of Timber Rd***	\$220.00
77	7952	Cleary Bros	Inv# i-70857, dtd 3/14/11	Treated all 22 newly planted trees at Silfer Park***	\$614.00
***To be Reimbursed by Zone # 61					
Sub-Total					\$2,886.00
78	7952	Gates & Associates	Inv# 31749, dtd 3/9/11	Prof serv ended 3/6/11 Regatta Park Bsktball Ct***	\$533.75
***To be Reimbursed by Zone # 57					
79	7952	JoJothec clown	Dtd April 30, 2011	Ravenswood Park Grand opening	\$300.00
***To be Reimbursed by Zone # 9					

Request for authorization to pay invoices
For the Meeting on April 6, 2011
Town of Discovery Bay CSD
For Fiscal Year's 7/10 - 6/11

<u>Acct Code</u>			
80	7952	The Jumpy Co Inv# 468, dtd 4/30/11 Ravenswood Park Grand opening Jumpy unit and slide ***To be Reimbursed by Zone # 9	\$271.00
81	0910-007	Veolia Water Inv# 00001948, dtd 3/22/11 UV System Programming Work	<u>\$5,440.00</u>
TODB TOTAL...			\$110,308.60
<u>Caselle Utility Account</u>			
1	7951	Refund of Overpayment Acct# 1-011-390-051-8.03	\$8.83
2	7951	Refund of Overpayment Acct# 1-011-400-083-9.03	\$46.21
3	7951	Refund of Overpayment Acct# 1-011-441-003-8.01	\$9.99
4	7951	Refund of Overpayment Acct# 1-011-460-016-6.02	\$9.27
5	7951	Refund of Overpayment Acct# 1-011-530-011-3.01	\$3.79
6	7951	Refund of Overpayment Acct# 1-011-560-073-6.01	<u>\$62.23</u>
CASELLE UTILITY TOTAL...			\$140.32
GRAND TOTAL...			\$110,448.92

TOWN OF DISCOVERY BAY CSD OPERATING BUDGET 2010/2011 Approved at 03/15/10 Meeting													2009/2010 YTD ACTUALS		2009/2010 Budget YTD	Feb 11 Month to Date Expenses		75.00%	Mar 11 Month to Date Expenses	83.33%	Apr 11 Month to Date Expenses	91.67%	May 11 Month to Date Expenses	Jun 11 Month to Date Expenses	Pending Approval 04/02/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 Budget YTD	
7000	Contract Services																												
7001	General Manager												\$103,719	102%	\$130,000	\$55,364							\$66,059		\$66,059	51%			
7002	District Staff												\$388,678	176%	\$270,000	\$229,591	\$663						\$288,066		\$288,066	107%			
	W Staff Water Related														\$126,000						\$0		\$0		\$0	0%			
	L Landscape Related (Reimb)														\$121,000														
7003	District Benefits												\$0	0%	\$52,500	\$3,690							\$0		\$0	0%			
7005	Legal												\$87,417	146%	\$80,000		\$5,649						\$1,368		\$15,664	30%			
7010	Consulting Services												\$104,787	44%	\$210,000	\$24,911	\$7,321						\$6,860		\$43,819	55%			
7011	Voila Operations												\$1,079,476	161%	\$1,173,000	\$250,086	\$86,434						\$4,736		\$161,279	77%			
7012	Voila Prov & Corrective Fund												\$101,819	212%	\$80,000	\$15,754	\$3,560						\$7,553		\$7,553	64%			
7013	NPDES Permit												\$0										\$52,542		\$52,542	66%			
	W Staff Water Related																						\$0		\$0				
7014	Outsource of Water Billing													0%	\$24,000										\$0		\$0	0%	
7015	General Operating Expenses																												
7120	Audit												\$21,025	111%	\$35,000											\$23,380		\$23,380	67%
7135	Electrical Cost (water)												\$328,208	103%	\$200,000	\$13,890	\$15,931						\$14,538		\$260,011	87%			
7137	Electrical Cost (sewer)												\$371,784	124%	\$225,000	\$26,828	\$22,447						\$25,257		\$252,111	78%			
7210	Public Comm & Noticing												\$15,367	134%	\$5,000								\$1,820		\$388	8%			
7220	Election Expenses												\$0	0%	\$12,000		\$5,281						\$5,281		\$5,281	44%			
7230	Rent - Public Meetings												\$0	0%	\$500								\$0		\$0	0%			
7250	Memberships												\$28,073	468%	\$16,000	\$237							\$6,023		\$6,023	38%			
7280	Permits												\$29,233	97%	\$50,000								\$29,111		\$29,111	58%			
7285	NPDES NOV Fines (s)																												
7290	Staff Training												\$1,716	49%	\$2,500		\$135						\$50		\$2,411	84%			
7300	General Repairs Water / Sewer												\$554,147	185%	\$350,000	\$27,444	\$33,099						\$25,739		\$460,343	132%			
	P NTR / SIP Testing												\$0	0%	\$150,000	\$7,029	\$19,296						\$1,200		\$67,286	45%			
7320	Special Equipment/Signage												\$4,699	157%	\$3,000								\$0		\$0	0%			
7330	Chemicals/Other Materials												\$97,737	196%	\$65,000	\$2,394	\$4,289						\$688		\$64,603	99%			
7400	Office Expenses																												
7410	Copier Maint												\$4,697	94%	\$4,500	\$284	\$271						\$2,120		\$2,120	47%			
7420	Postage														\$2,500	\$785	\$897						\$7,436		\$7,436	297%			
7430	Office Supplies												\$17,497	250%	\$8,000	\$765	\$499						\$5,010		\$5,010	63%			
7500	Communications																												
7510	Web Site/Internet												\$29,109	970%	\$1,000	\$852	\$411						\$3,723		\$3,723	372%			
7520	Wireless												\$4,849	162%	\$4,500	\$107	\$106						\$4,893		\$4,893	104%			
7550	Telephone												\$6,371	255%	\$4,000								\$3,476		\$3,476	87%			
7600	District Wide																												
7630	Site Maintenance /Landscape												\$23,632	236%	\$15,000	\$923	\$907						\$15,546		\$15,546	104%			
7655	Office Bldg / Improvements												\$21,877	438%	\$10,000	\$150	\$150						\$3,002		\$3,002	30%			
7670	Office Equipment / Software												\$30,035	601%	\$8,000	\$312	\$192						\$2,838		\$2,838	35%			
7680	Office Furnishings												\$1,456	146%	\$1,000	\$59							\$397		\$397	40%			
7685	Tools												\$6,193	206%	\$3,500	\$594	\$248						\$5,765		\$5,765	165%			
7690	Maint / Fuel												\$25,923	141%	\$19,000	\$1,068	\$6						\$20,663		\$20,663	109%			
7700	Directors Expense																												
7720	Compensation												\$25,038	70%	\$36,000	\$2,445	\$1,894						\$600		\$15,863	44%			
7730	Training												\$312	31%	\$600	\$385	\$90						\$5,936		\$5,936	1156%			
7950	Miscellaneous												\$161,203	16120%	\$12,000								\$3,017		\$7,592	63%			
7951	Misc. - Reimbursable														\$10,000	\$19,022	\$11,162						\$9,290		\$9,290	93%			
7952	Misc. - Zones Reimbursable												\$0	0%									\$71,066		\$71,066	71%			
7955	Reimbursement (Hofmann)																								\$0		\$0		
7100	Insurance																												
7115	General Liability																												
7120	Worker's Comp												\$102,503	171%	\$48,000								\$0		\$0	0%			
7800	County Services														\$5,000								\$1,900		\$1,900	32%			
7805	Revenue Collection												\$5,153	172%	\$5,500								\$2,558						
7810-0810	Investment Fee												\$0	9%	\$700								\$4,640		\$4,640	84%			
7815-2315	Data Processing												\$0										\$0		\$0	0%			
7820	Accounting (A/P, A/R, GL)												\$0										\$0		\$0	0%			
7825	Public Works - permits												\$21,180	424%	\$6,000	\$789	\$3,787						\$11,623		\$11,623	194%			
CREDITS	Reimbursements to Town of DB												(\$91,100)													\$0		\$0	0%
	TOTAL												\$3,711,273	127%	\$3,697,900	\$679,217	\$265,256	\$0	\$105,009	\$0	\$2,757,737		\$0		\$0		\$0	75%	
Reimbursable Expenses																													

Miscellaneous Adjustments:		
Date	Acct #	Description
7/12/2010	7950	\$5,545.00 S/B in #7952
8/4/2010	7950	\$168.44 S/B in #7952
7/12/2010	7300	\$4,408.00 S/B in #1011-017

Reimbursements:		
Date	No	Company
11/19/10	2487	DB L&L #9
11/19/10	2491	DB L&L #8
03/14/11	2623	DB L&L #9
03/14/11	2622	DB L&L #8

TOWN OF DISCOVERY BAY CSD				2010/2011		2010/2011		2010/2011		2010/2011		2010/2011	
OPERATING BUDGET				Approved at 05/16/10 Meeting		2010/2011		2010/2011		2010/2011		2010/2011	
Acct. #	Account Description	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Feb 11 Month to Date Expenses	Mar 11 Month to Date Expenses	Apr 11 Month to Date Expenses	May 11 Month to Date Expenses	Jun 11 Month to Date Expenses	Pending Approval 04/02/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
03/14/11 2629	DB L&L # 9	\$2,170.62			8/4/2010 7010		\$11,331.42	S/B in #7300					
03/14/11 2628	DB L&L # 8	\$6,265.52			8/4/2010 7300		\$23,805.08	S/B in #7300P					
03/14/11 2634	DB L&L # 8	\$5,258.79			8/25/2010 7300		\$650.00	S/B in #809-002					
03/14/11 2635	DB L&L # 9	\$2,002.93			8/25/2010 7300		\$225.00	S/B in #7630					
03/14/11 2640	DB L&L # 8	\$4,595.25			8/25/2010 7300		\$96.00	remove - pd 7/27/10					
03/14/11 2646	DB L&L # 8	\$4,573.38			8/25/2010 7320		\$177.99	S/B in #7300					
03/14/11 2647	DB L&L # 9	\$2,204.98			8/25/2010 7300		\$4,010.67	S/B in #7300P					
03/14/11 2652	DB L&L # 8	\$3,492.52			8/25/2010 7520		\$731.00	S/B \$716.00					
03/14/11 2653	DB L&L # 9	\$141.74	\$37,071.77		8/25/2010 7550		\$731.00	S/B \$150.00					
Total Reimbursements for 10/11							\$37,885.92						
					9/15/2010 7300		\$8,944.00	S/B \$8,452.00					
					10/6/2010 7300		\$1,444.52	S/B in #7300P					
					11/3/2010 7300		\$550.00	S/B in #7300P					
					11/17/2010 7300		\$4,040.70	S/B in #7300P					
					12/1/2010 7300		\$1,000.00	S/B in #7300P					
					12/15/2010 7300		\$3,028.68	S/B in #7300P					
							\$3,080.55	S/B in #7300P					

TOWN OF DISCOVERY BAY CSD CAPITAL IMPROVEMENT PROGRAM 2010/2011 Approved at 6/16/10 Meeting																		
Acct. #	Account Description	2009/2010 ACTUALS	2009/2010 % of Budget YTD	2010/2011 BUDGET	Dec 10 M-T-D Exp.	Jan 11 M-T-D Exp.	Feb 11 M-T-D Exp.	Mar 11 M-T-D Exp.	Apr 11 M-T-D Exp.	May 11 M-T-D Exp.	Jun 11 M-T-D Exp.	Plan to Approve 04/06/11	2010/2010 YTD REIMB.	2010/2011 ACTUALS	2010/2011 % of Budget YTD			
SEWER																		
0910-004	Rehab Manholes	\$0	0%	\$15,000										\$24,070	160%			
0910-005	Landscape Plant #1	\$2,636	53%	\$5,000			\$8,177							\$0	0%			
0910-006	Replace Sewer Main	\$0	0%											\$175,550	#DIV/0!			
0910-007	UV System	\$457,297	114%		\$41,078	\$4,719	\$1,890	\$980				\$5,440		\$309,587	#DIV/0!			
0910-008	Salinity Project	\$0	0%	\$200,000										\$0	0%			
0910-009	Pumps / Motors Replacement	\$35,470	71%											\$0	0%			
0910-010	Wetlands	\$8,304	1%	\$85,000										\$0	0%			
1011-001	By-Pass Pipeline	\$0		\$80,000	\$4,513			\$606						\$0	#DIV/0!			
1011-002	Replace PLC's	\$0		\$20,000										\$10,708	13%			
1011-003	Bio-Solids Pumps (2) Wet Well			\$22,000										\$0	0%			
1011-004	Rehab Lift Station W			\$60,000										\$0	0%			
1011-005	Bypass Valve Lift Station S			\$12,000										\$500	1%			
1011-006	Metal Cover for UV Area			\$125,000										\$0	0%			
1011-007	Clarifier Cleaning Devices			\$25,000										\$0	0%			
1011-008	Paving for Bio-Solids Area			\$15,000										\$0	0%			
1011-009	New Moles (2)			\$80,000		\$9,750	\$1,625	\$3,250						\$57,233	72%			
1011-010	Road Crossing Ramps			\$25,000										\$0	0%			
	Sewer Sub Total	\$581,375	36%	\$769,000	\$45,591	\$14,469	\$29,502	\$4,836	\$0	\$0	\$0	\$5,440	\$0	\$577,648	75%			
WATER																		
0909-002	Well #6 Design & Drill Test Hole																	
0910-011	Security Door Locks (12)	\$475,615			\$9,689	\$10,173	\$3,202	\$4,370						\$36,199				
0910-012	Ladder Vandal Guard	\$12,980	216%	\$6,000										\$0	0%			
0910-013	Pumps / Motors Replacement	\$0	0%	\$2,000										\$0	0%			
0910-014	Water Meter Program	\$2,972	20%											\$0	0%			
	Water Meter Program: Reimbursements	\$63,079	13%	\$500,000										\$21,360	4%			
1011-011	Filter Media Replacement			(\$500,000)										\$0	0%			
1011-012	Stabilize Around Willow Lake			\$40,000		\$29,469	\$16,300							\$0	0%			
1011-013	Rehab Well(s)			\$30,000										\$45,769	114%			
1011-014	Replace Water Mains			\$50,000			\$10,335							\$10,335	34%			
1011-015	Water Meter Trailer			\$20,000										\$0	0%			
	Water Sub Total	\$555,237	106%	\$148,000	\$9,689	\$39,642	\$29,837	\$4,370	\$0	\$0	\$0	\$0	\$0	\$113,663	77%			
OTHER																		
1011-016	Pickup Truck (1)																	
1011-017	K-Rail for Bulk Material			\$20,000										\$0	0%			
1011-018	Portable Message Units			\$15,000										\$4,408	29%			
1011-019	GPS Tracking Device			\$30,000										\$0	0%			
1011-020	Replace Fence Near Marina			\$12,000										\$0	0%			
1011-021	New Chairs for Board Room			\$15,000										\$0	0%			
				\$6,000										\$0	0%			
	Other Sub Total	\$7,251	19%	\$98,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,408	4%			
0102-00	Pipeline Replace Reserve	\$0												\$0	#DIV/0!			
CREDITS	Reimbursement to Town of DB	\$0												\$0	#DIV/0!			
	Total CIP Budget	\$1,143,864	71%	\$1,015,000	\$55,280	\$54,110	\$59,339	\$9,206	\$0	\$0	\$0	\$5,440	\$0	\$695,718	#DIV/0!			

Amount	Description
\$4,408.00	S/B in #1011-017
\$38,032.20	removed - paid on 7/28/10

Staff Approved - \$5,000 to \$10,000 Pending Purchase Listing
For the Meeting on April 6, 2011
Town of Discovery Bay CSD
For Fiscal Year's 7/10 - 6/11

Acct Code

1	7300	Double J Enterprises - PO for labor to install wear bars on two spiral screens	\$8,412.69
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TODB TOTAL...

\$8,412.69

Request for authorization to pay invoices
For the Meeting on April 6, 2011
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/10 - 6/11

Acct Code					
1	2120	PG&E / Acct# 0869258994-1 (Sprink Contr) DB Blvd. & Willow Lake	02/10-03/11/11	\$14.73	
2	2120	PG&E / Acct# 2068897992-9 DB Blvd across from 510	02/11-03/14/11	\$104.58	
3	2120	PG&E / Acct# 2249446019-3 (Sprinkler) Disco Point, Tr #4077, Lot 71	02/10-03/11/11	\$15.32	
4	2120	PG&E / Acct# 2800977208-9 (Irrig Contr) 9295 Beacon Pl @ Str Lite	02/11-03/14/11	\$16.07	
5	2120	PG&E / Acct# 3736907925-8 (Sprink Contr) E/S Edgview Dr N/O DB Blvd	02/10-03/11/11	\$14.73	
6	2120	PG&E / Acct# 4111412785-9 (Sprink Contr) DB Blvd & Seal Way	02/10-03/11/11	\$14.73	
7	2120	PG&E / Acct# 4455555569-5 (Sprinkler) Disco Point, Tr #3653, Lot 17	02/10-03/11/11	\$15.32	
8	2120	PG&E / Acct# 5465914049-2 (Sprinkler) DB Blvd. & Spinnaker	02/10-03/11/11	\$14.73	
9	2120	PG&E / Acct# 5939734421-5 PG&E Owned Street & Highway Lighting	02/17-03/18/11	\$6,386.12	
10	2120	PG&E / Acct# 7135420365-6 (Sprinkler) Disco Point, Tr# 4077, Lot 65	02/10-03/11/11	\$15.32	
11	2120	PG&E / Acct# 7452568975-3 (Sprink Contr) S/E cnr DB Blvd & Willow Lk	02/10-03/11/11	\$14.73	
12	2120	PG&E / Acct# 7696548482-7 (Sprinkler) DB Blvd, Tr# 4178, Lot 5	02/10-03/11/11	\$15.32	
13	2120	PG&E / Acct# 8009270258-0 @ Clipper Dr w/o Cove Ct 7723 Marina Dr	02/10-03/11/11	\$29.46	
14	2120	PG&E / Acct# 8101346815-2 (Irrig Contr) Newport Dr. w/o Pier Ct	02/10-03/11/11	\$14.73	
15	2120	PG&E / Acct# 8163719795-5 (Irrig Contr) 9271 Newport Dr @ Str. Lite	02/11-03/14/11	\$16.07	
16	2120	PG&E / Acct# 8167536097-8 (Irrig Contr) @ Clipper Dr	02/10-03/11/11	\$14.73	
17	2120	PG&E / Acct# 8399010651-6 (Sprink Contr) Willow Lake Ct, Lot 31	02/11-03/14/11	\$15.93	
18	2120	PG&E / Acct# 8400813429-2 (Sprinkler) Laguna Ct, Tr# 4076, Lot 18	02/10-03/11/11	\$15.32	
19	2120	PG&E / Acct# 8545920147-2 (Lites & Sprinklers) 2489 'A' DB Blvd.	02/10-03/11/11	\$85.76	
				Sub-Total	\$6,833.70
20	2271	Brentwood Tire Co Inv# 21485, dtd 3/22/11 Tune-up for 2010 Ford P/U F150		\$42.36	
21	2271	Brentwood Tire Co Inv# 21514, dtd 3/24/11 Tune-up for 1999 Chevy P/U K2500		\$50.37	
				Sub-Total	\$92.73
22	2281	Jani-King of CA Inv# OAK03110243, dtd 3/1/11 Monthly Contract billing amt for March		\$350.00	
23	2282	ValleyCrest Landscape Maint Inv# 3715520, dtd 3/3/11 Irrig modifications at Cornell Park sports field		\$990.00	
24	2282	ValleyCrest Landscape Maint Inv# 3715521, dtd 3/3/11 Relocation of rotors in turf Cornell Park sports fie		\$385.00	
25	2282	ValleyCrest Landscape Maint Inv# 3716360, dtd 3/10/11 Monthly maint for March 11, 2011		\$8,457.00	
				Sub-Total	\$9,832.00
26	2301	Sue Heini Dtd 3/17/11 Expense report for staff mileage		\$10.71	
27	2301	Sue Heini Dtd 3/31/11 Expense report for staff mileage		\$29.58	
				Sub-Total	\$40.29
28	2301	Fairin Perez Dtd 3/15/11 Expense report for staff mileage		\$145.35	
29	2303	Fairin Perez Dtd 3/15/11 Expense report for other travel exp		\$44.44	
30	2301	Fairin Perez Dtd 3/31/11 Expense report for staff mileage Ethics Training		\$35.70	
				Sub-Total	\$225.49
31	4789	Brentwood Reprographics Inv# 2011-0975, dtd 3/23/11 Cornell Park Playgrnd renovation plan copies		\$21.63	
32	4789	Brentwood Reprographics Inv# 2011-0976, dtd 3/23/11 Cornell Park Playgrnd renovation plan copies		\$11.80	
				Sub-Total	\$33.43
33	4789	Color Me Mine Inv# 2345, dtd 3/31/11 Tiles for Painting - Wall at Cornell Playground		\$7,374.38	
33	4789	Gates & Associates Inv# 31796, dtd 3/15/11 Prof services ended 3/13/11 Cornell Park P4157		\$3,721.25	
				TOTAL	\$28,503.27

County Acct#	Town of Discovery Bay/ID Bay L&L Park #8 Operating Expense Budget 10/11 Approved at 6/16/10 Meeting	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	75.00%	83.33%	Plan to Approve 4/6/2011	2010/2011 Actuals	2010/2011 % of Budget YTD
2100	Office Expenses	\$500	\$1,076	215%	\$650	\$61	\$163	\$382	\$100	\$25	\$286	\$57	\$955		\$955	112%
2102	Books, Periodicals & Subscriptions	\$50	\$25	49%	\$150	\$50		\$60	\$100	\$11		\$60	\$220		\$220	147%
2103	Postage	\$50	\$0	0%	\$50	\$80							\$11		\$11	22%
2110	Communications (Messenger, Radio, etc.)	\$1,500	\$1,140	76%	\$1,785	\$12,060	\$5,281	\$11,981	\$11,083	\$7,424	\$7,082	\$8,306	\$6,834		\$60	3%
2120	Utilities (Street Lights, Water, & Garbage)	\$105,000	\$89,858	86%	\$117,000	\$107	\$124	\$388	\$20		\$120	\$88	\$1,159		\$1,159	61%
2130	Small Tools & Instruments	\$1,000	\$875	87%	\$750	\$975		\$75			\$24		\$1,653		\$1,653	220%
2131	Minor Equipment, Furniture Less than \$1000.	\$500	\$1,208	242%	\$975	\$900					\$210		\$99		\$99	10%
2170	Household Items	\$800	\$1,209	151%	\$900	\$879							\$1,089		\$1,089	121%
2190	Public Notices	\$100	\$633	633%	\$150	\$150							\$0		\$0	0%
2200	Memberships	\$200	\$0	0%	\$450	\$220							\$165		\$165	37%
2250	Rent & Lease of Equipment	\$100	\$95	95%	\$500						\$40	\$5	\$220		\$220	44%
2251	Computer Software	\$500	\$0	0%											\$0	#DIV/0!
2270	Maintenance of Equipment	\$700	\$1,858	265%	\$950		\$80	\$9				\$6			\$95	10%
2271	Automotive Supplies & Repairs	\$1,300	\$9	1%	\$2,000		\$886				\$341		\$93		\$1,386	69%
2272	Gasoline/Fuel for Equipment	\$4,100	\$2,246	55%	\$4,000	\$368	\$181	\$249	\$73		\$300	\$295	\$1,715		\$1,715	43%
2281	Maintenance of Buildings	\$5,000	\$5,402	108%	\$5,300	\$350	\$350	\$372	\$700	\$350	\$350		\$350		\$2,822	53%
2282	Grounds Maintenance	\$250,000	\$189,315	76%	\$166,484	\$1,854	\$11,890	\$13,215	\$13,185	\$12,969	\$13,701	\$18,149	\$9,832		\$125,329	75%
2284	Requested Maintenance from County (3620)	\$500	\$0	0%											\$0	#DIV/0!
2301	Auto Mileage/Employee Reimbursement	\$300	\$790	263%	\$100										\$0	0%
2303	Other Travel/Employee Expenses	\$200	\$102	51%	\$1,500	\$400							\$221		\$0	0%
2310	Professional Services	\$10,000	\$11,116	111%	\$8,100		\$170					\$389	\$44		\$389	26%
2360	Insurance	\$83,000	\$39,064	62%	\$72,000	\$726		\$497			\$4,402		\$5,338		\$5,338	66%
2470	Road/Construction Materials (Street Signs)	\$8,000	\$10,389	130%	\$5,200		\$528		\$787	\$315		\$20,693	\$33,587		\$1,630	47%
2479	Other Special Expenses	\$1,000	\$0	0%	\$500										\$0	0%
2490	Miscellaneous Services & Supplies	\$5,000	\$3,810	76%	\$3,500	\$59	\$778								\$0	0%
3530	Miscellaneous Services & Supplies	\$200	\$21	10%	\$300		\$27								\$1,484	42%
3530	Taxes & Assessments	\$200	\$21	10%	\$300		\$27								\$307	102%
3511	Interfund Exp - Gov/Gov (Investment Svcs&Property Tax Adm. Costs)	\$4,500	\$0	0%	\$500						\$108				\$0	#DIV/0!
5011	Reimbursement-Gov/Gov County Administration Chrgs	\$500	\$0	0%	\$500										\$0	0%
Misc.	Reserves	\$500	\$0	0%	\$500										\$0	0%
	Total Expenses	\$485,100	\$362,238	78%	\$394,494	\$17,134	\$20,580	\$27,399	\$25,952	\$21,202	\$26,856	\$47,904	\$0	\$17,374	\$249,712	53%

Miscellaneous Adjustments:

3/11/11 \$60.00 was in acct 2100, S/B in 2102 (11/23/10).

County Acct#	Town of Discovery Bay/D.Bay L&L Zone #8 Capital / Asset Budget 10/11 Approved at 6/16/10 Meeting	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Jan 11 Month to Date Expenses	Feb 11 Month to Date Expenses	Mar 11 Month to Date Expenses	Apr 11 Month to Date Expenses	2010/2011 Actuals	2010/2011 % of Budget YTD
4265	Various Improvements	\$7,500	\$4,842	65%	\$7,500		\$665	\$3,294				\$4,062	54%
4546	Structure & Walkway Repairs	\$3,500	\$0	0%	\$3,500					\$103		\$830	24%
4789	DB L&L Zone #8 Playground Equipment	\$3,000	\$0	0%	\$115,000	\$3,080	\$7,627		\$616			\$11,129	10%
4829	DB L&L Zone #8 Landscape Master Plan Entrar	\$0	\$0		\$0		\$34	\$924	\$14,773	\$82,021		\$148,117	#DIV/0!
4834	DB L&L Zone #8 Landscape Clipper Drive Phas	\$233,100	\$9,314	4%	\$350,000		\$468					\$39,440	11%
4853	Cornell Park - Discovery Bay	\$3,000	\$0	0%	\$7,500				\$815	\$2,686		\$3,501	47%
4956	Vehicle Purchase	\$1,000	\$26	3%	\$1,000							\$17,493	#DIV/0!
	Tools & Sundry Equipment	\$251,100	\$14,182	6%	\$484,500	\$3,080	\$8,793	\$4,217	\$2,600	\$85,639	\$0	\$227,366	260%
	Total												

DB L&L Zone #8 Misc. Projects (1)

- 1 Willow Lake Rd \$120,000
- 2 Discovery Bay Blvd. (East) \$230,000

\$350,000

Request for authorization to pay invoices
For the Meeting on April 6, 2011
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/10 - 6/11

<u>Acct Code</u>				
1	2120	PG&E / Acct# 1066166716-1 829 Poe Dr (Irrig Ctrllr)	02/10-03/11/11	\$10.33
2	2120	PG&E / Acct# 0422260312-0 Ravenswood Tract 8710	02/17-03/18/11	\$556.48
3	2120	PG&E / Acct# 7705163630-4 1738 Wilde Dr (Irrig Controller)	02/10-03/11/11	<u>\$10.47</u>
		Sub-Total		\$577.28
4	2130	Watersavers Irrig Inv# I1035782, dtd 3/15/11 Irrig repairs at Solar lights		\$60.62
	2282	Watersavers Irrig Inv# I1035782, dtd 3/15/11 Irrig repairs at Solar lights		\$75.52
5	2130	Watersavers Irrig Inv# I1036052, dtd 3/16/11 Rotors for Ravenswood Park		\$295.83
	2282	Watersavers Irrig Inv# I1036052, dtd 3/16/11 Rotors for Ravenswood Park		\$8.26
6	2282	Watersavers Irrig Inv# I1036093, dtd 3/16/11 1" SCH40 Tee SST		<u>\$5.29</u>
		Sub-Total		\$445.52
7	2282	Cleary Bros Inv# I-70870, dtd 3/14/11 Fertilized trees at Ravenswood Park		<u>\$965.00</u>
TOTAL				\$1,987.80

2010/2011

County Acct#	Town of Discovery Bay/L&L #9 Ravenswood Operating Expense Budget Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Mar 10 Month to Date Expenses	Apr 10 Month to Date Expenses	Planned to Pay 4/6/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
2100	Office Expenses	\$150	80	54%	\$150					\$379	253%
2102	Books, Periodicals & Subscriptions	\$50	120	240%	\$50					\$24	49%
2103	Postage	\$50	11,802	23603%	\$50					\$80	161%
2110	Communications (Messenger, Radio, etc.)	\$100	268	268%	\$650					\$120	18%
2120	Utilities (Street Lights, Water, & Garbage)	\$5,000	103	2%	\$12,500	\$1,369		\$577		\$11,802	94%
2130	Small Tools & Instruments	\$100	274	274%	\$100	\$48		\$356		\$268	268%
2131	Minor Equipment, Furniture Less than \$1000.	\$100	253	253%	\$500					\$103	21%
2170	Household Items	\$0	581	#DIV/0!	\$700	\$35				\$274	39%
2190	Public Notices	\$50	38	76%	\$150					\$253	165%
2200	Memberships	\$50	0	0%	\$165					\$40	24%
2250	Rent & Lease of Equipment	\$500	0	0%						\$0	
2251	Computer Software		0	#DIV/0!	\$500					\$0	
2270	Maintenance of Equipment	\$200	109	55%	\$200					\$0	0%
2271	Automotive Supplies & Repairs	\$300	0	0%	\$300					\$80	40%
2272	Gasoline/Fuel for Equipment	\$300	0	0%	\$500					\$87	29%
2282	Grounds Maintenance	\$54,000	32,593	60%	\$43,540	\$75				\$858	172%
2301	Auto Mileage/Employee Reimbursement	\$100	129	129%		\$3,765		\$1,054		\$27,338	56%
2303	Other Travel/Employee Expenses		46	#DIV/0!	\$250					\$0	
2310	Professional Services	\$5,000	2,890	58%	\$2,000	\$6,379				\$10,170	509%
2310	Staff Payroll	\$13,000	358	3%	\$25,500	\$3,073				\$6,227	24%
2360	Insurance	\$5,000	0	0%	\$1,850					\$490	27%
2470	Road/Construction Materials (Street Signs)		0	#DIV/0!						\$0	
2478	Other Special Expenses		1,249	#DIV/0!	\$500					\$343	69%
2490	Miscellaneous Services & Supplies		0	#DIV/0!	\$300					\$0	0%
3530	Taxes & Assessments	\$1,000	0	0%	\$500					\$0	0%
5011	Reimbursement-Gov/Gov County Admin. Chrgs	\$100	0	0%						\$0	0%
	Misc. Reserves		0	#DIV/0!						\$0	
	Total Expenses	\$85,150	50,890	60%	\$95,955	\$14,743	\$0	\$1,983		\$58,937	61%

Reserves=

Total Reserves

* Maintenance includes bioswales/mitigation areas.

* Future budget for utilities etc. to be based on actuals.

Town of Discovery Bay/L&L #9 Ravenswood
Capital / Asset

For 2007/08 there is no planned Capital Improvement
Plans

Miscellaneous Adjustments:

3/11/11 \$34,799 was in 2282, S/B in acct 2170



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

April 6, 2011

Prepared By: Calista Anderson, Administrative Assistant & Liz Hardy, Accounts Assistant
Submitted By: Rick Howard, General Manager *CH*

Agenda Title

District Financials

Recommended Action

Receive and File

Executive Summary

DB Lighting & Landscaping Zone #8

The account total fund balance before reserves for DB #8 is \$1,747,742

Less the reserves of \$300,000, we have a fund balance available of \$1,447,742

DB Lighting & Landscaping Zone #9

The account total fund balance before reserves for DB #9 is \$186,223

Less the reserves of \$56,195, we have a fund balance available of \$130,028

Town OF Discovery Bay, CSD Water & Sewer

The account total fund balance before reserves for Water & Sewer is \$6,216,333

Less the reserves of \$3,000,000, we have a fund balance available of \$3,216,333

Fiscal Impact:

Amount Requested: N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

D.Bay L&L Zone #8 Budget vs. Actuals for 2010-2011 through March 11, 2011

D.Bay L&L Zone #9 Budget vs. Actuals for 2010-2011 through March 11, 2011

Town of Discovery Bay CSD Transaction Detail Report for 2010-2011 through March 11, 2011

AGENDA ITEM: F-5

D.Bay L&L Park #9 District
Revenue & Expenditure Budget vs. Actuals Worksheet 2010-11
February 15, 2011 thru March 11, 2011 Period 08

RH/W
On File
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Revenue:	Acct. Code	2010/11 Budget	2010/11 Actuals
Current Funds in Contra Costa County	740/750	\$234,262	\$251,015
Accounts Payable - Yr End	500		
Retainage Account	510		
Disbursements	830		
Current Property Taxes/Street Light Assessment	9754	\$82,500	\$83,405
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		
SRAF State Rev Transfer	9018		
Property Taxes-Current Unsecured	9020		
Property Taxes-Prior-Unsecured	9035		
Earnings on Investment	9181		
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580		
Misc Revenue & Services	9799&9975		\$733
Total Revenue		\$316,762	\$335,153

Expenditure: Operating Expenses	Acct. Code	2010/11 Budget	2010/11 Actuals
Office Expenses, Books, Postage	2100	(\$150)	(\$327)
Books, Periodicals & Subscriptions	2102	(\$50)	
Postage	2103	(\$50)	(\$80)
Communications	2110	(\$650)	(\$120)
Utilities (Street Lights, Water & Garbage)	2120	(\$12,500)	(\$11,024)
Small Tools & Instruments	2130	(\$100)	(\$268)
Minor Equipment, Furniture less than \$1000	2131	(\$500)	(\$103)
Household Items	2170	(\$700)	(\$255)
Public Notices	2190	(\$150)	(\$254)
Memberships	2200	(\$165)	(\$40)
Rent & Lease of Equipment	2250		
Computer Software	2251	(\$500)	
Maintenance of Equipment	2270	(\$200)	(\$80)
Automotive Supplies & Repairs	2271	(\$300)	(\$87)
Gasoline	2272	(\$500)	\$332
Maintenance of Buildings	2281		
Grounds Maintenance	2282	(\$48,540)	(\$23,573)
Requested Maintenance from County	2284/3620		
Auto Mileage/Employee Reimbursement	2301		
Other Travel Employee Expenses	2303	(\$250)	
Professional Services/Specialized Services	2310	(\$2,000)	(\$3,787)
Staff Payroll	2310	(\$25,500)	(\$9,537)
Insurance	2360	(\$1,850)	(\$490)
Road/Construction Materials (Street Signs)	2470		
Other Special Expenses	2479	(\$500)	(\$343)
Miscellaneous Services & Supplies	2490	(\$300)	
Taxes & Assessments	3530/3550	(\$500)	(\$423)
Interfund Exp.(Investment & Property Tax Adm.)	3611		
Reimbursement for County Adm. Costs	5011		
Total Operating Expenses		(\$95,955)	(\$50,459)

Expenditure: Capital/Asset	Acct. Code	2010/11 Budget	2010/11 Actuals
Various Parking Lot Improvements	4226		
Various Improvements (Splash Pad)	4265	(\$87,865)	(76,800)
Structure & Walkway Repairs (Solar)	4546	(\$11,000)	(21,672)
Playground Equipment	4789		
Tools & Sundry Equipment	4956		
Total Capital/Asset		(\$98,865)	(\$98,472)
TOTAL EXPENSES & CAPITAL		(\$194,820)	(\$148,930)
TOTAL FUND BALANCE BEFORE RESERVES		\$121,942	\$186,223

RESERVES (\$56,195)

GRAND TOTAL OF EXPENSES/CAPITAL/RESERVES (\$205,125)

FUND BALANCE AVAILABLE \$130,028

D.Bay L&L Park #8 District
Revenue & Expenditure Budget vs. Actuals Worksheet 2010-2011
February 15, 2011 thru March 11, 2011 Period 8

RH/P
Ca. File
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Revenue:	Acct. Code	2010/11 Budget	2010/11 Actuals
Current Funds in Contra Costa County	740/750	\$1,732,129	\$1,713,602
Accounts Payable - Yr End	500		
Retainage Account	510		\$16
Due to Other Funds - Yr End	540		
Disbursements	830	(\$5,885)	(\$4,996)
Current Property Taxes	9010	\$381,210	\$437,846
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		\$1,983
SRAF State Rev Transfer	9018		
Property Taxes-Current Unsecured	9020	\$18,029	\$14,529
Property Taxes-Prior-Unsecured	9035		\$188
Earnings on Investment	9181	\$1,000	\$247
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580		
Misc Revenue & Services	9799&9975		\$1,842
Total Revenue		\$2,126,484	\$2,165,256

Expenditure: Operating Expenses	Acct. Code	2010/11 Budget	2010/11 Actuals
Office Expenses, Books, Postage	2100	(\$850)	(\$1,010)
Books, Periodicals & Subscriptions	2102	(\$150)	
Postage	2103	(\$50)	(\$11)
Communications	2110	(\$1,785)	(\$60)
Utilities (Street Lights, Water & Garbage)	2120	(\$117,000)	(\$69,670)
Small Tools & Instruments	2130	(\$750)	(\$1,694)
Minor Equipment, Furniture less than \$1000	2131	(\$975)	(\$178)
Household Items	2170	(\$900)	(\$1,161)
Public Notices	2190	(\$150)	
Memberships	2200	(\$450)	(\$160)
Rent & Lease of Equipment	2250	(\$500)	(\$220)
Computer Software	2251		
Maintenance of Equipment	2270	(\$950)	(\$90)
Automotive Supplies & Repairs	2271	(\$2,000)	(\$1,386)
Gasoline	2272	(\$4,000)	(\$1,715)
Maintenance of Buildings	2281	(\$5,300)	(\$3,173)
Grounds Maintenance	2282	(\$166,484)	(\$119,556)
Requested Maintenance from County	2284/3620		
Auto Mileage/Employee Reimbursement	2301	(\$100)	
Other Travel Employee Expenses	2303	(\$1,500)	(\$389)
Professional Services/Specialized Services	2310	(\$8,100)	(\$936)
Staff Payroll	2310	(\$72,000)	(\$37,704)
Insurance	2360	(\$5,200)	(\$2,075)
Road/Construction Materials (Street Signs)	2470	(\$500)	
Other Special Expenses	2479	(\$3,500)	(\$1,484)
Miscellaneous Services & Supplies	2490	(\$300)	(\$307)
Taxes & Assessments	3530/3550		
Interfund Exp.(Investment & Property Tax Adm.)	3611	(\$500)	
Reimbursement for County Adm. Costs	5011	(\$500)	
Total Operating Expenses		(\$394,494)	(\$242,978)

Expenditure: Capital/Asset	Acct. Code	2010/11 Budget	2010/11 Actuals
Various Improvements	4265	(\$7,500)	(\$4,062)
Structure & Walkway Repairs	4546	(\$3,500)	(\$395)
Playground Equipment	4789	(\$115,000)	(\$11,322)
Landscape Master Plan	4829		
Visc. Projects - Willow Lake Road		(\$120,000)	(\$88,316)
Visc. Projects - South Point			
Visc. Projects - Laguna Court			
Visc. Projects - Discovery Point (Small Island)			
Visc. Projects - Discovery Bay Blvd (East)		(\$230,000)	(\$53,501)
Jornell Park	4834	(\$7,500)	(\$2,686)
Vehicle Purchase	4953		(\$14,254)
Tools & Sundry Equipment	4956	(\$1,000)	
Total Capital/Asset		(\$484,500)	(\$174,535)
TOTAL EXPENSES & CAPITAL		(\$878,994)	(\$417,514)
TOTAL FUND BALANCE BEFORE RESERVES		\$1,247,490	\$1,747,742
RESERVES			(\$300,000)
GRAND TOTAL OF EXPENSES/CAPITAL/RESERVES			(\$717,514)
FUND BALANCE AVAILABLE			\$1,447,742

AGENDA ITEM - F-5

RLH
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TOWN OF DISCOVERY BAY CSD
Transaction Detail Report for February 15, 2010 through March 11, 2011
Period 08 for 2010/11

DATE	FOR	SAMOUNT
	Receivables for Town of Discovery Bay CSD BAC Account	
	Balance of Account as of the end of day February 14, 2011	\$121,640.46
2/15/11-03/11/11	Deposits Made	\$85,448.24
	Balance of Account & Deposits Made Total =	<u>\$207,088.70</u>
	Payables Made from Town of Discovery Bay CSD BAC Account	
2/15/11-03/11/11	Checks/Payroll made out from checking account	<u>\$43,131.22</u>
	Balance of Checking Account as of February 14, 2011	<u>\$163,957.48</u>
	Total Year-to Date Payables Paid from Town of Discovery Bay CD ECC Acct	\$475,850.04
	BEGINNING FUND BALANCE FOR TOWN OF DB CSD IN COUNTY FUND	\$5,561,514.98
2/15/11-03/11/11	Accounts Payable - Year End	\$5,524.36
	Due to other funds - Year End	<u>\$0.00</u>
	Sub-Total	<u>\$5,567,039.34</u>
	REVENUE	
	For Fiscal Year Starting 7/1/10	
	Year-to-date Sewer & Water Service Charge for Tax Roll 10/11	\$4,120,049.92
	Year-to-date Investments	\$4,541.49
2/15/11-03/11/11	Earnings on Investments	<u>\$0.00</u>
	Sub-Total	\$4,541.49
	Year-to-Date Miscellaneous Income	\$0.00
2/15/11-03/11/11	Misc.	<u>\$0.00</u>
	SUB-TOTAL REVENUE	<u>\$4,124,591.41</u>
	GRAND TOTAL Fund Balance & Revenue	<u>\$9,691,630.75</u>
	EXPENDITURES	
	Year-to-date Warrants Paid by CCC for Town of D.Bay CSD	\$2,762,323.06
2/15/11-03/11/11	Warrants Paid	<u>\$205,202.68</u>
	TOTAL EXPENDITURES	<u>\$2,967,525.74</u>
	TOTAL BALANCE AT COUNTY OF CONTRA COSTA	<u>\$6,724,105.01</u>
	TOTAL YEAR TO DATE PAYABLES FROM BAC & CCC	\$3,443,375.78
	TOTAL BALANCE AT COUNTY OF CONTRA COSTA	\$6,724,105.01
	TOTAL BALANCE IN TOWN OF DISCOVERY BAY CSD BAC	\$163,957.48
	TOTAL HELD FOR RESERVES	<u>(\$3,000,000.00)</u>
	SUBTOTAL	\$3,888,062.49
	TOTAL BALANCE OF ENCUMBRANCES	<u>(\$671,728.50)</u>
	GRAND TOTAL FUNDS LESS RESERVES & ENCUMBRANCES	<u>\$3,216,333.99</u>

Detail List of Encumbrances

Lift Station F	Repair and Surveying + Change Order #1	(\$76,276.80)
WWTP#1	Wetlands Trial Project	(\$169,486.00)
Parkson	Thermo System Moles for Bio-Solids	(\$25,642.50)
Herwit	Wastewater Master Plan (Ecologic)	(\$174,245.50)
LSCE	Water Master Plan	(\$126,077.70)
Conco West	Cherry Hills Sewer Replacement Project	<u>(\$100,000.00)</u>
	Total	<u>(\$671,728.50)</u>



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

April 6, 2011

Prepared By: Fairin Perez, Landscape Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Consideration, approval and adoption of Resolution 2011-05 for the Discovery Bay Landscape & Lighting Zone 8 2010-2011 Operating and Capital Improvement Budget Amendment.

Recommended Action

Approve and adopt Resolution 2011-05 Amending the Discovery Bay Landscape & Lighting Zone 8 2010-2011 Operating and Capital Improvement Budget.

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors approved and adopted the Final 2010-2011 Operating and Capital Improvement Budget for the Discovery Bay Lighting & Landscaping Zone 8 (Zone 8) on June 16, 2010.

Staff has reviewed the current budget expenditures and various Board approvals which have directly affected the Zone 8 budget and is presenting an amended budget which reflects the estimated year-end costs. Overall, the Amended Budget would require an additional \$31,159 from surplus revenues; this includes the request for an additional \$20,856 in Operating Expenses and \$52,750 in Capital Improvements, less the increase in actual realized revenues of \$42,447.

Staff is prepared to discuss the details of the proposed budget amendment. It should be noted that the basis for the amendment includes Board approval of an additional \$111,000 to the Cornell Park Playground Replacement project (these funds are anticipated to be reimbursed by the WW Grant but not during this fiscal year); lower than anticipated expenses to both the Willow Lake Road and Discovery Bay Boulevard/Sand Point landscape enhancement projects (in the estimated amount of \$72,500); as well as an anticipated increase of \$38,516 in additional repairs and upgrades in Grounds Maintenance (Operating – 2282).

Fiscal Impact:

Amount Requested - \$31,159

Sufficient Budgeted Funds Available?: Yes

Zone # 8 Category: Revenue Fund# 740

Previous Relevant Board Actions for This Item

Approval and Adoption of the Proposed Final 2010-2011 Operating and Capital Improvement Budgets for the Discovery Bay Lighting & Landscaping Zone #8 & Zone #9 – June 16, 2010

Attachments

Discovery Bay Lighting & Landscaping Zone #8 Amended Operating and Capital Improvement Budget 2010-2011 Resolution 2011-05

AGENDA ITEM: G-1

**D.Bay L&L Park #8 District
AMENDED 2010-2011
Operating and Capital Improvement Budget**

	Acct. Code	2010/11 Budget	2010/11 Actuals thru Feb.	2010/11 % of Budget	2010/11 Estimates for Yr End	2010/11 Revised Budget	Revision Amount
Revenue:							
Current Funds in Contra Costa County	740	\$1,732,129	\$1,713,602	99%	\$1,713,602	\$1,713,602	(\$18,527)
Accounts Payable - Yr End	500						
Retainage Account	510		\$16		\$16	\$16	\$16
Disbursements	830	(\$5,885)	(\$66)	1%	(\$1,000)	(\$1,000)	\$4,885
Current Property Taxes	9010	\$381,210	\$438,250	115%	\$438,250	\$438,250	\$57,040
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		\$2,075		\$2,075	\$2,075	\$2,075
SRAF State Rev Transfer	9018		\$0				
Property Taxes-Current Unsecured	9020	\$18,029	\$14,529	81%	\$14,529	\$14,529	(\$3,500)
Property Taxes-Prior-Unsecured	9035		\$188		\$188	\$188	\$188
Earnings on Investment	9181	\$1,000	\$247	25%	\$247	\$500	(\$500)
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580						
Misc Revenue & Services	9799&9975		\$770		\$770	\$770	\$770
Total Revenue		\$2,126,483	\$2,169,611	102%	\$2,168,677	\$2,168,930	\$42,447
% Yr End Estimate vs. Budget				102%			

	Acct. Code	2010/11 Budget	2010/11 Actuals thru Feb.	2010/11 % of Budget	2009/10 Estimates for Yr End	2010/11 Revised Budget	Revision Amount
Expenditure: Operating Expenses							
Office Expenses, Books, Postage	2100	(\$850)	(\$1,012)	119%	(\$1,250)	(\$1,250)	(\$400)
Books, Periodicals & Subscriptions	2102	(\$150)	(\$160)	107%	(\$200)	(\$200)	(\$50)
Postage	2103	(\$50)	(\$11)	22%	(\$50)	(\$50)	\$0
Communications	2110	(\$1,785)	(\$60)	3%	(\$600)	(\$600)	\$1,185
Utilities (Street Lights, Water & Garbage)	2120	(\$117,000)	(\$69,671)	60%	(\$97,539)	(\$100,000)	\$17,000
Small Tools & Instruments	2130	(\$750)	(\$1,643)	219%	(\$1,850)	(\$1,850)	(\$1,100)
Minor Equipment, Furniture less than \$1000	2131	(\$975)	(\$99)	10%	(\$350)	(\$350)	\$625
Household Items	2170	(\$900)	(\$1,089)	121%	(\$1,400)	(\$1,400)	(\$500)
Public Notices	2190	(\$150)		0%	(\$150)	(\$150)	\$0
Memberships	2200	(\$450)	(\$160)	36%	(\$300)	(\$300)	\$150
Rent & Lease of Equipment	2250	(\$500)	(\$220)	44%	(\$500)	(\$500)	\$0
Computer Software	2251						\$0
Maintenance of Equipment	2270	(\$950)	(\$89)	9%	(\$950)	(\$950)	\$0
Automotive Supplies & Repairs	2271	(\$2,000)	(\$1,386)	69%	(\$2,000)	(\$2,000)	\$0
Gasoline	2272	(\$4,000)	(\$1,715)	43%	(\$4,000)	(\$4,000)	\$0
Maintenance of Buildings	2281	(\$5,300)	(\$2,822)	53%	(\$5,300)	(\$5,300)	\$0
Grounds Maintenance	2282	(\$166,484)	(\$120,836)	73%	(\$205,000)	(\$205,000)	(\$38,516)
Requested Maintenance from County	2284/3620						\$0
Auto Mileage/Employee Reimbursement	2301	(\$100)	\$0	0%	(\$100)	(\$100)	\$0
Other Travel Employee Expenses	2303	(\$1,500)	(\$389)	26%	(\$750)	(\$750)	\$750
Professional Services/Specialized Services	2310	(\$8,100)	(\$5,338)	66%	(\$8,100)	(\$8,100)	\$0
Staff Payroll	2310	(\$72,000)	(\$33,587)	47%	(\$72,000)	(\$72,000)	\$0
Insurance	2360	(\$5,200)	(\$1,630)	31%	(\$5,200)	(\$5,200)	\$0
Road/Construction Materials (Street Signs)	2470	(\$500)	\$0	0%	(\$500)	(\$500)	\$0
Other Special Expenses	2479	(\$3,500)	(\$1,484)	42%	(\$3,500)	(\$3,500)	\$0
Miscellaneous Services & Supplies	2490	(\$300)	(\$307)	102%	(\$300)	(\$300)	\$0
Taxes & Assessments	3530/3550						\$0
Interfund Exp.(Investment & Property Tax Adm.)	3611	(\$500)		0%	(\$500)	(\$500)	\$0
Reimbursement for County Adm. Costs	5011	(\$500)		0%	(\$500)	(\$500)	\$0
Total Operating Expenses		(\$394,494)	(\$243,708)	62%	(\$412,889)	(\$415,350)	(\$20,856)
% Yr End Estimate vs. Budget				105%			

	Acct. Code	2010-11 Budget	2010/11 Actuals thru Feb.	2010/11 % of Budget	2010/11 Estimates for Yr End	2010/11 Revised Budget	Revision Amount
Expenditure: Capital/Asset							
Various Improvements	4265	(\$7,500)	(4,062)	54%	(7,500)	(\$7,500)	\$0
Structure & Walkway Repairs	4546	(\$3,500)		0%	(2,000)	(\$2,000)	\$1,500
Playground Equipment	4789	(\$115,000)	(11,323)	10%	(226,000)	(\$226,000)	(\$111,000)
Landscape Master Plan	4829						\$0
Visc. Projects - Willow Lake Road		(\$120,000)	(\$92,264)	77%	(\$102,500)	(\$102,500)	\$17,500
Visc. Projects - Discovery Bay Blvd (East)		(\$230,000)	(\$27,502)	12%	(\$175,000)	(\$175,000)	\$55,000
Cornell Park	4834	(\$7,500)		0%	(\$7,000)	(\$7,500)	\$0
Vehicle Purchase	4853		(\$17,493)		(\$14,000)	(\$14,000)	(\$14,000)
Tools & Sundry Equipment	4958	(\$1,000)	(\$26)	3%	(\$2,750)	(\$2,750)	(\$1,750)
Total Capital/Asset		(\$484,500)	(\$152,670)	32%	(\$536,750)	(\$537,250)	(\$52,750)
% Yr End Estimate vs. Budget				111%			

Reserves		(\$300,000)	(\$300,000)		(\$300,000)	(\$300,000)	
Grand Total of Operating/Capital/Reserves		(\$1,178,994)	(\$696,378)	59%	(\$1,249,639)	(\$1,252,600)	
Revenue Total minus Operating/Capital/Reserves	Fund Balance	\$947,489	\$1,473,233	n/a	\$919,038	\$916,330	

Fiscal Impact of Budget Amendment: (\$31,159)



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2011-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT AMENDING THE FY 2010-11
DISCOVERY BAY LANDSCAPE AND LIGHTING ZONE 8
OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET**

WHEREAS, the Town of Discovery Bay Community Services District operates and manages the landscape areas more commonly known as the Discovery Bay Landscape And Lighting Zone 8 (Zone 8) Operating And Capital Improvement Program Budget; and

WHEREAS, Cornell Park is located within Zone 8 which is undergoing a Capital Improvement Project to replace and upgrade the child's play area; and

WHEREAS, the Board had previously approved the application of Measure WW Park Bonds to support this project; and

WHEREAS, Park WW Bonds for the project will be paid in a future fiscal year; and

WHEREAS, it is necessary to transfer \$31,159 from Zone 8 Reserves to ensure adequate funds are available for the project.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board authorizes the transfer of \$31,159 from ZONE 8 fund balance reserves to the Zone 8 2010-2011 Operating and Capital Improvement Program Budget.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF April, 2011.

J. Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on April 6, 2011, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

April 6, 2011

Prepared By: Fairin Perez, Landscape Manager

Submitted By: Rick Howard, General Manager *CH*

Agenda Title

Consideration, approval and adoption of Resolution 2011-07 for the Discovery Bay Landscape & Lighting Zone 9 2010-2011 Operating and Capital Improvement Budget Amendment.

Recommended Action

Approve and adopt Resolution 2011-07 Amending the Discovery Bay Landscape & Lighting Zone 9 2010-2011 Operating and Capital Improvement Budget.

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors approved and adopted the Final 2010-2011 Operating and Capital Improvement Budget for the Discovery Bay Lighting & Landscaping Zone 9 (Zone 9) on June 16, 2010.

Staff has reviewed the current budget expenditures and various Board approvals which have directly affected the Zone 9 budget and is presenting an amended budget which reflects the estimated year-end costs. Overall, the Amended Budget would require an additional \$41,079 from surplus revenues; this includes the request for an additional \$5,602 in Operating Expenses and \$53,135 in Capital Improvements, less the increase in actual realized revenues of \$17,658.

Staff is prepared to discuss the details of the proposed budget amendment. It should be noted that the part of the basis for the amendment includes Board approval of an additional \$23,135 to the Ravenswood Splash Pad project; and \$17,693 in materials costs for the Ravenswood Park Solar Lights which had been expected to hit last years budget.

Fiscal Impact:

Amount Requested - \$41,079

Sufficient Budgeted Funds Available?: Yes

Zone # 9 Category: Revenue Fund# 740

Previous Relevant Board Actions for This Item

Approval and Adoption of the Proposed Final 2010-2011 Operating and Capital Improvement Budgets for the Discovery Bay Lighting & Landscaping Zone #8 & Zone #9 – June 16, 2010

Attachments

Discovery Bay Lighting & Landscaping Zone #9 Amended Operating and Capital Improvement Budget 2010-2011 Resolution 2011-07

AGENDA ITEM: G-2

**D.Bay L&L Park #9 District
AMENDED 2010-2011
Operating and Capital Improvement Budget**

Revenue:	Acct. Code	2010/11 Budget	2010/11 Actuals Thru Feb.	2010/11 % of Budget	2010/11 Estimates for Yr End	2010/11 Revised Budget	Revision Amount
Current Funds in Contra Costa County	740	\$234,262	\$251,015	107%	\$251,015	\$251,015	\$16,753
Accounts Payable - Yr End	500						
Refundage Account	510						
Disbursements	830						
Current Property Taxes	9010	\$82,500	\$83,405	101%	\$83,405	\$83,405	\$905
Property Tax Supplemental/Unitary/Secured	9011/13/30/31						
SRAF State Rev Transfer	9018						
Property Taxes-Current Unsecured	9020						
Property Taxes-Prior-Unsecured	9035						
Earnings on Investment	9181						
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580						
Misc Revenue & Services	9799&9975		\$400				
Total Revenue		\$316,762	\$334,820	106%	\$334,420	\$334,420	\$17,658

Expenditure: Operating Expenses	Acct. Code	2010/11 Budget	2010/11 Actuals	2010/11 % of Budget	2010/11 Estimates for Yr End	2010/11 Revised Budget	Revision Amount
Office Expenses, Books, Postage	2100	(\$150)	(\$302)	201%	(\$500)	(\$500)	(\$350)
Books, Periodicals & Subscriptions	2102	(\$50)		0%	(\$50)	(\$50)	\$0
Postage	2103	(\$50)	(\$80)	160%	(\$150)	(\$150)	(\$100)
Communications	2110	(\$650)	(\$120)	18%	(\$250)	(\$250)	\$400
Utilities (Street Lights, Water & Garbage)	2120	(\$12,500)	(\$10,432)	83%	(\$15,000)	(\$15,000)	(\$2,500)
Small Tools & Instruments	2130	(\$100)	(\$194)	194%	(\$750)	(\$750)	(\$650)
Minor Equipment, Furniture less than \$1000	2131	(\$500)	(\$103)	21%	(\$250)	(\$250)	\$250
Household Items	2170	(\$700)	(\$209)	30%	(\$700)	(\$700)	\$0
Public Notices	2190	(\$150)	(\$254)	169%	(\$254)	(\$254)	(\$104)
Memberships	2200	(\$165)	(\$40)	24%	(\$40)	(\$40)	\$125
Rent & Lease of Equipment	2250						
Computer Software	2251	(\$500)		0%	\$0	\$0	\$500
Maintenance of Equipment	2270	(\$200)	(\$80)	40%	(\$200)	(\$200)	\$0
Automotive Supplies & Repairs	2271	(\$300)	(\$87)	29%	(\$300)	(\$300)	\$0
Gasoline	2272	(\$500)	(\$636)	127%	(\$400)	(\$400)	\$100
Maintenance of Buildings	2281						
Grounds Maintenance	2282	(\$48,540)	(\$20,848)	43%	(\$48,540)	(\$48,540)	\$0
Requested Maintenance from County	2284/3620						
Auto Mileage/Employee Reimbursement	2301				(\$128)	(\$150)	(\$150)
Other Travel Employee Expenses	2303	(\$250)		0%	\$0	\$0	\$250
Professional Services/Specialized Services	2310	(\$2,000)	(\$3,787)	189%	(\$4,000)	(\$4,000)	(\$2,000)
Staff Payroll	2310	(\$25,500)	(\$1,194)	5%	(\$25,500)	(\$25,500)	\$0
Insurance	2360	(\$1,850)	(\$490)	26%	(\$1,000)	(\$1,000)	\$850
Road/Construction Materials (Street Signs)	2470						
Other Special Expenses	2479	(\$500)	(\$343)	69%	(\$2,800)	(\$2,800)	(\$2,300)
Miscellaneous Services & Supplies	2490	(\$300)		0%	(\$300)	(\$300)	\$0
Taxes & Assessments	3530/3550	(\$500)	(\$423)	85%	(\$423)	(\$423)	\$77
Interfund Exp.(Investment & Property Tax Adm.)	3611						
Reimbursement for County Adm. Costs	5011						
Total Operating Expenses		(\$95,955)	(\$39,622)	41%	(\$101,535)	(\$101,557)	(\$5,602)

Expenditure: Capital/Asset	Acct. Code	2010/11 Budget	2010/2011 Actuals Thru Feb.	2010/11 % of Budget	2010/11 Estimate Yr. End	2010/11 Revised Budget	Revision Amount
Various Parking Lot Improvements	4226						
Various Improvements (Splash Pad)	4265	(\$87,865.00)	(\$3,635)	4%	(120,000)	(120,000)	(\$32,135)
Structure & Walkway Repairs (Solar)	4546	(\$11,000.00)	(\$18,662.00)	170%	(32,000)	(32,000)	(\$21,000)
Playground Equipment	4789						
Tools & Sundry Equipment	4956						
Total Capital/Asset		(\$98,865.00)	(\$22,297)	23%	(\$152,000)	(\$152,000)	(\$53,135)

Reserves		(\$121,942.00)	(\$56,195)		(\$56,195)	(\$56,195)	
Grand Total of Operating/Capital/Reserves		(\$316,762)	(\$118,114)	64%	(\$309,730)	(\$309,752)	
Revenue Total minus Operating/Capital/Reserves	Fund Balance	\$0	\$216,706		\$24,690	\$24,668	

Fiscal Impact of Budget Amendment: (\$41,079)



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2011-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT AMENDING THE FY 2010-11
DISCOVERY BAY LANDSCAPE AND LIGHTING ZONE 9
OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET**

WHEREAS, the Town of Discovery Bay Community Services District operates and manages the landscape areas more commonly known as the Discovery Bay Landscape And Lighting Zone 9 (Zone 9) Operating And Capital Improvement Program Budget; and

WHEREAS, Ravenswood Park is located within Zone 9 which is undergoing Capital Improvement Projects to install solar lighting and a zero-depth splash pad; and

WHEREAS, it is necessary to transfer \$41,079 from Zone 9 Reserves to ensure adequate funds are available for these projects.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board authorizes the transfer of \$41,079 from ZONE 9 fund balance reserves to the Zone 9 2010-2011 Operating and Capital Improvement Program Budget.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF April, 2011.

J. Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on April 6, 2011, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary




Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

April 6, 2011

Prepared By: Fairin Perez, Landscape Manager

Submitted By: Rick Howard, General Manager 

Agenda Title

Review and discussion on Park Rules & Regulations and Reservation forms and fees for Town of Discovery Bay CSD owned and maintained parks.

Recommended Action

For Review and Comment

Executive Summary

The Town of Discovery Bay Community Services District (District) has no existing Park Rules & Regulations which would apply to District owned and maintained parks (Cornell Park, Roberta Fuss Tot Lot, and Ravenswood Park). Although, Park Rules and Regulations were discussed in 2004, there was no final determination and no regulations were adopted. On October 3, 2007 the District Board of Directors approved a Large Group Park Permit and Fees; however, a fee schedule for reservation rates and available rental areas has not been adopted.

Due to recent Park renovations and community interest in our park system, it is appropriate to implement park rules, a fee schedule, and reservation practices. Staff has modified or created the following documents for Board consideration; (1) Park Rules and Regulations, (2) Park Usage and Rental Policy, (3) Park Reservation & Rental Fee Schedule, (4) Park Reservation & Use Permit Application.

At this time, Staff is requesting only to open discussions on concerns, suggestions or questions regarding what is being presented. Finalized versions would be brought back to the board in appropriate format for approval and/ or adoption at a future meeting.

Fiscal Impact:

None at this time

Previous Relevant Board Actions for This Item

October 3, 2007 Board action implementing the Large Group Permit

Attachments

1) October 3, 2007 Minutes; 2) Town of Discovery Bay CSD Park Reservation & Use Permit Application; 3) Town of Discovery Bay CSD Park Reservation & Rental Fee Schedule; 4) Town of Discovery Bay CSD Park Usage & Rental Policy; and 5) Town of Discovery Bay CSD Park Rules & Regulations

AGENDA ITEM: G-3



TOWN OF DISCOVERY BAY CSD

1800 Willow Lake Road, Discovery Bay, CA 94505-9376

Telephone: (925) 634-1131 Fax: (925) 513-2705

Board Members

President-David Piepho	DAPiepho@sbcglobal.net
V.P.- Shannon Murphy-Teixeira	s.murphy-teixeira@sbcglobal.net
Treasurer-Patty Knight	plhewitt@us.ibm.com
Director-Bob Doran	dbredbob@sbcglobal.net
Director-Dave Dove	ddove@sbcglobal.net

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

October 3, 2007

1800 Willow Lake Road, Discovery Bay, California

REGULAR MEETING 7:00 P.M.

Website address: www.townofdiscoverybay.org

SPECIAL MEETING at 6:00p.m.

- A. **CLOSED SESSION: GOVERNMENT CODE 54957**
Public Employee Performance Evaluation: General Manager
- B. **Report on Closed Session**
The Board did complete their performance evaluation of the District's General Manager.

REGULAR MEETING at 7:00p.m.

A. ROLL CALL

1. A call of the roll showed all Directors present.
2. President Piepho asked Lieutenant Mark Williams to lead in the Pledge of Allegiance

Treasurer Knight requested an emergency item be added to the agenda. She then explained that the packet from the webmaster that the Board accepted had been misunderstood and was in fact \$89.00 per month plus \$75.00 per hour for four hours. Legal verified that this was in fact an emergency item. Treasurer Knight made a motion that the board add an agenda item to review the maintenance package for the website. Director Doran 2nd the motion. The motion passed and was added as item F8. (5 ayes, 0 nos, 0 abstain)

B. PUBLIC COMMENTS (Public Comments will be limited to a 3-minute time limit)

Audience member Jeff Barber came to the podium and commented that he had brought up at a previous meeting that he felt that the board should follow-up with the Supervisor's Board to be sure there was a sub-committee formed about boating safety in the Delta and the review of the No-Tow zone. He stated that he felt the board should form its own committee also and not wait for the Supervisor's committee. He further commented that he had asked what had happened to have the Measure H vote.

C. AREA AGENCIES REPORTS / PRESENTATION

1. **DEPUTY SHERIFF /MARINE PATROL REPORT** - Lieutenant Mark Williams of the Marine Patrol came to the podium and gave his report for the month of September 2007. He stated that the month was uneventful. He stated that they issued a total of 34 citations, and approximately 13

commented that perhaps in the newsletter there could be a place referring people who are reading the newsletter to go to the website and then count the hits the website gets from it, as the newspapers do. Audience member Walter MacVittie commented that he wanted to be sure that the costs of the newsletter be divided up into the appropriate budgets. President Piepho stated that that would be done. There were no further comments. Director Dove made a motion to "direct staff to prepare the newsletter with input from other staff members as indicated in the discussion and to bring it back to the board for review by the whole board" (as dictated by legal counsel). Director Doran 2nd the motion. No further comments. The motion passed. (5 ayes, 0 nos, 0 abstain)

3. **Discuss and Possible Action on Purchasing of Automated Water Meter Usage Application (Koehne)** General Manager Koehne explained the requirements that make it necessary to have the district water meters read and the issues that it will take to make that happen. He explained an application method called radio read which sends the reads from a device on the meter to a laptop and you would need to drive up and down the streets to use this system. He stated that there is another application that you can read up to ten to twelve times a day from your office, which would allow you to see if there is excessive water usage at a particular parcel and be proactive in catching a leak or notice excessive use and notify the owner. He stated that this system is called a mosaic or mesh system. He stated that this system would cost more than he had budgeted for this year. President Piepho commented that he would like to see something with the options in writing. Director Dove asked how many districts are using this system. General Manager Koehne stated that he knew of six that are currently using this system and its predecessor. He further stated that the system they choose will need to be usable for several years so that they do not have to do a major overhaul of a system in a few years to upgrade it. He also stated that when he talked to the other users of this system and its predecessor they commented several times on the great support this system has. Director Dove asked how many homes this system could handle in case of new homes or developments coming to Discovery Bay. General Manager Koehne responded that it could handle 26,000 meters; we currently have about 6,000 homes. There was discussion about the way that the system would be paid for, by operating expenses or by an assessment. Legal counsel commented that the board needs to have the finances lined up before the money is spent, according to proposition 218. Vice-President Murphy-Teixeira made a motion that staff moves forward on the Mosaic system. Director Doran 2nd the motion. The motion passed. (5 ayes, 0 nos, 0 abstain)
4. **Discuss and Possible Action on Merit Increase for District's General Manager (Piepho)** President Piepho explained that the board had previously made a sub-committee to come up with a review procedure for the General Manager. He further stated that the board had also voted to have any merit increase retroactive to the previous meeting. He suggested that if the board is not ready to come up with a number tonight that the two members of the sub committee work with the General Manager to come up with the active rates and find out what fair merit increases are for his position. It was agreed that the sub-committee would get together and come up with a figure for the next board meeting.
5. **Discuss and Direction on Proposal for New Water Well #6 (Koehne)** General Manager Koehne commented that since there had been well failures this year he would like to go forward with the exploration of a new well to be used as a back-up well. He stated that he had asked Luhdorf & Scalmanini for a proposal to do a test well. He asked for board approval to go out and get some quotes to do a test well or if they wish to wait until the next year. It was clarified that the failures were not because of water availability, they were because of equipment failures. General Manager Koehne stated that this item had not been budgeted for this year because they were not expecting two wells to go down in one year. He further stated that if the board chose to do this it would have to come out of the budget dollars from the water reserves. Director Dove made a motion for staff to procure a quotation for a test well on this site and bring it back to the board for review. Director Doran 2nd the motion. No further comments. The motion passed. (5 ayes, 0 nos, 0 abstain)
6. **Discuss and Approve Large Group Park Permit Revision (Reed)** Landscape Manager Reed

explained that the Park Permit needed to be updated so he went through it and made proposed changes. He went over the proposed changes with the board. The permit, with changes, is in the board packet. Director Dove motioned to approve the Large Group Permit Discovery Bay Services District at Cornell Park with exception of Item #11 that the board is striking. Director Doran 2nd the motion. There were no further comments. The motion passed. (5 ayes, 0 nos, 0 abstain)

7. **Discuss and Approve Revised Park Fee Schedule (Reed)** Landscape Manager Reed presented a revised fee schedule to the board with the change being a flat fee of \$25.00 for usage of number 1 – 25 people. He explained that the cost would cover the administrative fee and the cost of the garbage bags. General Manager Koehne further explained that many residents when wanting to reserve the park see that there is a fee for over 25 people and they tell us that they have less than 25 people attending their function. He further stated that this does not cover the district for any damages or clean-up that might be caused by that party. There was discussion about the change in fees. Director Doran made a motion to "approve the Schedule of Fees with the following changes, the fee for 1-25 people will be zero but they will be required to have a \$50.00 refundable damage and clean-up deposit. And everything else will remain the same except the words "refundable damage" will be turned to "refundable damage and clean-up deposit"" (as quoted by legal counsel). Treasurer Knight 2nd the motion. The motion passed. (5 ayes, 0 nos, 0 abstain) Director Dove commented that the permit needs to list the Shade Cover. President Piepho commented that they permit does need to list the Shade Cover area as the area for reservations other than the league use.

8. **Discuss and Review the Package for Web-Site Maintenance (Knight)** Treasurer Knight explained that she had misunderstood the cost of the maintenance contract, that instead of it being a flat \$89.00 per month it was actually \$89.00 plus \$75.00 each hour up to four hours per month (if four hours are exceeded it will be \$130.00 per hour). She further stated that she had asked the webmaster not to exceed the four hours in one month. She stated that she had asked him to add a link this month for the logo merchandise, put up a skeleton to add the information, added the Water Quality Control link, added a couple of new support group links, and that came to two hours of work. There were no further comments. Treasurer Knight made a motion to approve the maintenance package for \$89.00 per month and \$75.00 per hour up to four hours per month. Vice-President Murphy-Teixeira 2nd the motion. The motion passed. (5 ayes, 0 nos, 0 abstain)

G. COMMITTEE/LIAISON REPORTS

1. **East County Planning Report** Walter MacVittie stated that at last months meeting there had been discussion about the Oasis Bridge. The issue was not resolved so it will probably continue at the November meeting. He further commented that the East County and San Ramon Planning Commissions were extended for another year.
2. **Trans-Plan Report** -Walter MacVittie stated that the next meeting would be October 11, 2007 and that he does not have his packet for that yet.
3. **Code Enforcement Report** President Piepho turned in the report to staff. He stated that the one thing that they are noticing is the situation of foreclosures and the situations that occur because of this. The county is looking at what Code Enforcement can do and he asked that anyone that sees anything at these foreclosed homes that they notify the district if it is water related. General Manager Koehne commented that there is an issue with the pools becoming stagnant at the foreclosed homes and they become a growth area for mosquitoes. He stated that Vector Control needs to be notified if any stagnant pools are found.
4. **Rec. 800 Report**-Ray Tetreault reported that the meeting would be the next day. He reported that at the last meeting the discussion was about the landscaping of the levees. He also reported about the fact that they are preceding with the retention ponds by Newport and the bridge that goes to Safeway. He reported that they would be damming the creek and diverting the water from the farms through the retention ponds to help eliminate about 50 percent of the silt coming into the bays from the farms.



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

PARK RESERVATION & USE PERMIT APPLICATION

REQUESTED LOCATION

CORNELL PARK – Tennis Courts ☐

CORNELL PARK – Baseball Field ☐

CORNELL PARK – Soccer Field ☐

CORNELL PARK – Shaded Picnic Area ☐

CORNELL PARK – Horse Shoe Pits ☐

RAVENSWOOD PARK – Covered Picnic Area #1 ☐

RAVENSWOOD PARK – Covered Picnic Area #2 ☒

Date Submitted: _____

Event Date: _____

Event Type: _____

Start Time: _____

Estimated Attendance: _____

End Time: _____

CONTACT INFORMATION

Name/ Organization: _____

Address: _____

Main Contact: _____ Phone Number: _____

Secondary Contact: _____ Phone Number: _____

FEE(S) & DEPOSIT(S)

The rental fee is due a minimum of five (5) days before the rental. The fee may be paid by check or money order. The damage deposit is required to be paid separately from the rental fee by check or money order made payable to "The Town of Discovery Bay CSD."

Requested Time: _____ Rental Rate: _____ Deposit: _____

Waiver, Release and Indemnity Agreement: The person signing this Agreement warrants that he/she has the authority to execute this Agreement or on behalf of the Organization/Group and that he/she or the Organization/Group will be bound to the terms of the Agreement by such signature. I hereby understand this application is to request usage of a Park area and accept personal responsibility for damage sustained and/or cost incurred by the Town of Discovery Bay CSD because of the occupancy of said premises by myself or my Organization/Group. I, or my Organization/Group, agree to fully reimburse the Town of Discovery Bay CSD for any damage arising from the use of said Park, and costs and/or attorneys' fees, if any, incurred in collection. I have received, read and fully understand the rules, regulations and policies for use of the Park area. I agree to abide by, inform my Organization/Group, and enforce the rules, regulations and policies of the Town of Discovery Bay CSD governing the use of the Park area. I understand and agree that failure to abide by the rules, regulations and policies of the Town of Discovery Bay CSD shall result in the immediate loss of privileges of use of the Park area and/or privileges for future use. I also agree to hold the Town of Discovery Bay CSD, its officers, employees, the individual members thereof, agents, and volunteers, harmless from any damage, liability, cost or legal expense that may arise during or be caused in any way by such use or occupancy of the Park area. I agree that this Waiver, Release and Indemnity Agreement is binding on my heirs and assigns.

Applicant Signature: _____

Date: _____

Staff Signature: _____

Date: _____



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**PARK RESERVATION & USE PERMIT
APPLICATION**

FOR ACCOUNTING USE ONLY

Deposit Fee Due: _____ Date Paid: _____ Received By: _____

Rental Fee Due: _____ Date Paid: _____ Received By: _____

Insurance Required? _____ Date Received: _____ Received By: _____

FOR PARKS/LANDSCAPE STAFF ONLY

Date Reservation Schedule Posted: _____ By: _____

Note any Pre-existing damage to the area: _____

POST EVENT INSPECTION

Note any damage or cleaning needed to the premises: _____

Deposit Amount: _____

Cost on Damages: _____

Cost on Cleaning: _____

Deposit Returned: _____

Staff Signature: _____

Date: _____

Renter Signature: _____

Date: _____



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

PARK RESERVATION & RENTAL FEE SCHEDULE

Park Area	Hourly	Half Day (6 Hr)	Daily (Operating Hours)	Deposit
Cornell Park – Tennis Courts	Resident: \$5.00 Non-Resident: \$7.50 Organization/League: \$7.50 Non-Profit: \$5.00	Resident: \$25.00 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$25.00	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	\$50.00*
Cornell Park – Baseball Field	Resident: \$5.00 Non-Resident: \$7.50 Organization/League: \$7.50 Non-Profit: \$5.00	Resident: \$25.00 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$25.00	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	\$100.00
Cornell Park – Soccer Field	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$26.25 Organization/League: \$26.25 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$50.00
Cornell Park – Shaded Picnic Area	Resident: \$7.50 Non-Resident: \$10.00 Organization/League: \$10.00 Non-Profit: \$7.50	Resident: \$37.50 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$37.50	Resident: \$75.00 Non-Resident: \$100.00 Organization/League: \$100.00 Non-Profit: \$75.00	\$50.00
Cornell Park – Horse Shoe Pits	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$25.00*
Ravenswood Park - Covered Picnic Area 1	Resident: \$6.00 Non-Resident: \$8.50 Organization/League: \$8.50 Non-Profit: \$6.00	Resident: \$30.00 Non-Resident: \$42.50 Organization/League: \$42.50 Non-Profit: \$30.00	Resident: \$60.00 Non-Resident: \$85.00 Organization/League: \$85.00 Non-Profit: \$60.00	\$50.00
Ravenswood Park - Covered Picnic Area 2	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	Resident: \$30.00 Non-Resident: \$42.50 Organization/League: \$42.50 Non-Profit: \$30.00	Resident: \$60.00 Non-Resident: \$85.00 Organization/League: \$85.00 Non-Profit: \$60.00	\$50.00

Park use is on a first come, first served basis. Reservations are strongly encouraged and are required by Sports Leagues/Organizations (regardless if use is for organized practice or game play) and any time a user intends to bring inflatable play equipment into the park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Residents must show proof of residency at time of reservation request.

Non-Profit groups shall present verified and current 501(c)(3) non-profit status at the time of the reservation request.

Long-term rentals for Sports Organizations or Leagues: Fees and other terms will be outlined in a separate Memorandum of Understanding.

“Organization” shall include those individuals and groups which operate trainings, lessons or games for profit.

* Deposits on Horse Shoe Pits and Tennis Courts shall be waived if reserved for less than 3 hours.



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT PARK USAGE & RENTAL POLICY

I. GENERAL INFORMATION

The Park Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant before the effective date of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Courts
2. Cornell Park, Baseball Field
3. Cornell Park, Soccer Field
4. Cornell Park, Shaded Picnic Area
5. Cornell Park, Horse Shoe Pits
6. Ravenswood Park, Covered Picnic Area 1
7. Ravenswood Park, Covered Picnic Area 2
8. Ravenswood Park, Soccer Field

II. ELIGIBILITY & PRIORITY

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

III. RESERVATION REQUIREMENTS

The renter must be over 18 years of age, and submit a complete Reservation Form to the District offices, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

III. RESERVATION REQUIREMENTS (CONT.)

Single day reservation may be made up to ninety (90) days in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be issued or signed until the requesting user has paid the applicable deposits and fees.

Insurance Requirements: All sports leagues, organizations or inflatable play equipment operators are required to provide the District with a valid Certificate of Liability Insurance (in the amount of \$1,000,000.00), with the Town of Discovery Bay Community Services District listed as an additionally insured. Insurance Certificates must be submitted to the District at least seven (7) days prior to the scheduled reservation.

Cancellations: Cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Clean Up: Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, or table for any purpose. All decorations must be taken down and removed from the facility.

Deposit Forfeiture: Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

Prohibited Activities: No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park.

Exhibitions, Events, Festivals, Meeting and Assemblies: Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

IV. MISCELLANEOUS

Any policy listed herein may be waived or modified as deemed appropriate by the District's General Manager or his/her designee.

END



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT PARK RULES & REGULATIONS

I. GENERAL INFORMATION

These Rules and Regulations shall apply to all Town of Discovery Bay Community Services District's (District) owned or maintained Parks and common areas.

II. PARK HOURS

Park hours shall be based upon the amount of light available for the safety of park users. Closing hours are one-half hour after sunset to one-half hour before sunrise on the following day.

When the parks are closed, lighted pathways may be used for traveling from one location to another; however, loitering on any pathway after the park is closed is prohibited.

No person may enter, loiter or remain, or allow or maintain a motorized vehicles, bike or skateboard, in any park after the park is closed for public use. No vehicle may be left overnight for any reason, without the authorization of the General Manager or his/her designee.

III. PARK USE

In general, park use is on a first come, first served basis. However, reservations are strongly encouraged and are required any time a user intends to bring inflatable play equipment into any Park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Individuals or groups wishing to make a reservation must be at least 18 years of age. Applications must be submitted to the District office a minimum of five (5) days in advance of their scheduled event.

To reserve an area in one of the Parks, the following process must be followed:

1. The user must obtain a packet from the Town office which includes the following:
 - a. Park Usage & Rental Policy
 - b. Park Reservation & Rental Fee Schedule
 - c. Park Reservation & Use Permit Application
2. All Fees and Deposits must be paid to the District office a minimum of five (5) days in advance of their scheduled event.

All terms and regulations of the "Park Usage & Rental Policy" shall apply to reservations.

IV. ATHLETIC FIELDS (BASEBALL & SOCCER)

In general, the use of all baseball and soccer fields will be governed by "Memorandum of Understanding (MOU)" which is negotiated annually with specific user groups.

When a field is not scheduled for use under a League or Organization agreement (MOU), it is available for public use. Reservations for day use can be made at the District office.

All users will adhere to the "Rainy Day" policy where if it has rained anytime in the three-hour period prior to scheduled field use, all activity shall be canceled. If rain begins during field use and continues for thirty minutes, all activity shall be canceled. Additionally, if the field is obviously too wet or in a condition where practice or active play would damage the field or turf, such practice play shall be postponed until the field has dried out to a point where footprints will not make a lasting impression. Users may reschedule their event or receive a refund if they have been rained out.

Users may not use fences for backstops, goals, or the like, which may cause damage.

V. BASKETBALL COURTS

For safety reasons, open-toe shoes or sandals are not permitted.

Hanging from the basketball rims and slam dunking is not permitted.

All disputes and disagreements shall be handled in a calm manner. Fighting or loud, abusive language is prohibited and will lead to removal from the courts.

When players are waiting, the following rules apply:

1. Games are played to 12 points, with each basket being worth 1 point.
2. Winning teams may remain on the court until they lose.
3. Full court games take precedence over half-court games; however, if a half-court game is in progress, full court games must wait for the current game to finish before taking court.
4. If the winning team of a half-court game does not wish to play full-court, they must leave the court.

VI. TENNIS COURT

For safety reasons, tennis shoes must be worn at all times.

Courts are to be used for Tennis or Tennis like sports, ONLY. All other equipment is strictly prohibited.

Tennis courts may be reserved at the District office on a first come, first served basis.

Players holding reservations have priority use of the Tennis Courts; however, if the reservation holder arrives late (20 minutes) or more, the reservation is forfeited.

When operating on a first come, first serve basis, one user can not hold a court while waiting for another. All users must be present to secure a court.

VI. TENNIS COURTS (CONT.)

When players are waiting, the following rules apply (except in the circumstance of a reservation):

1. Users already in play on the court may finish their match.
2. Singles matches may not exceed 1 hour.
3. Doubles matches may not exceed 1 ½ hours.
4. Once a match has been completed, the players must give use of the court to waiting users.

No animals are allowed on the court or inside the tennis area.

Persons not abiding by the above rules may be denied permission to use tennis courts in the future.

VII. SPLASH PAD

The Splash Pad is unsupervised. All persons using the facility do so at their own risk.

All children must have adult supervision at all times.

Swim suits and/or appropriate attire must be worn at all times.

Footwear/sandals are strongly recommended.

Food and/or beverages of any kind are not allowed on the Splash Pad.

No glass containers or breakable objects are allowed on the Splash Pad.

No skateboards, roller blades, bicycles, and/ or scooters are allowed on the Splash Pad.

Dogs/pets are not allowed on the Splash Pad.

Swim diapers are required for all non toilet-trained users.

Roughhousing or violent play is prohibited.

The Splash Pad is not available for reservation.

Operations Hours will vary depending on temperature, time of year, budget availability and safety concerns.

VIII. ANIMALS WITHIN THE PARK

No person owning, possessing, harboring or controlling any animal shall allow such animal to be at large. In the case of a dog, at large means "not under effective restraint by a leash". In the case of animals other than dogs, at large means "not in the immediate presence or under their effective control of such person, in any place or position with the capacity to injure persons or property, or fights, bites or causes harm to any other animal or person".

It shall be the responsibility of persons having charge of any animal to collect and dispose of excrement deposited in any public park.

No animal may enter or remain within any park area reserved for children or enter any play apparatus area.

No animal may be left unattended.

With the authorization from the District's General Manager, or his/her designee, animals may be brought onto public parks or facilities for the purpose of animal shows, exhibits, festivals and the like.

All park users are subject to Contra Costa County Ordinances relating to animal control services. Violations may be reported directly to Contra Costa County Animal Services at (925) 335-8398.

VIX. AUTOMOBILES, BICYCLES AND OTHER CONVEYANCES

Unless specifically authorized, no person shall drive or propel any automobile, truck, motorcycle, motor scooter, motorized skate boards or scooter, or any other motor powered vehicle within any park, except on the roads, driveways and/or parking lots provided and designated by the District General Manager or his/her designee for such use.

Parking overnight in any park parking lot is prohibited.

No person shall park any vehicle on any lawn or planted area in any park, unless specifically authorized by the District's General Manager or his/her designee.

X. AUTOMOBILES, BICYCLES AND OTHER CONVEYANCES (CONT.)

No person shall wash, grease, service or repair any vehicle in public park areas unless authorized by the District's General Manager.

No motor vehicle or other conveyance shall be parked in any other area than an established or designated parking area.

Persons shall not ride or drive any horse or other animal within parks or common areas, unless authorized to do so by the District's General Manager or his/her designee.

Persons riding bicycles, skateboards, skates may ride upon the designated improved park road or pathway (asphalt or concrete) only, and then only when operated in a safe manner and yielding to pedestrians. Trick and exhibitions, including grinding, jumping starts and rails on benches, are strictly prohibited.

Caution and courtesy shall be followed when riding bicycles, skateboards or roller skates within any public park.

XI. FIRES, CAMPFIRE AND BARBEQUES

Fires, campfires, and barbecues (BBQ) shall be permitted only in grills already provided in the park and may not be left unattended. Fuel shall be of such types and fires kindled in such a manner as to prevent the danger of fire in the surrounding vegetation. No personal BBQ's are allowed unless specifically authorized by the District's General Manager or his/her designee.

Before leaving the premises, a park user starting a fire in an authorized place shall be responsible for assuring that the fire is thoroughly extinguished. Used coals, fuel or other flammable material used to cook should be left on the grill provided in the park and should not be dumped into garbage receptacles, bushes or on any lawn area.

XII. USE OF INFLATABLE PLAY EQUIPMENT

The District requires any user, or operator, who intend to bring inflatable play equipment into the park provide the District with a certificate of liability insurance for one million dollars (\$1,000,000.00) with the Town of Discovery Bay Community Services District named as an additional insured. The certificate must be on file with the District office at least five (5) business days prior to the event. Proof of insurance may be faxed to (925) 518/2705.

Inflatable play equipment may only be operated in areas specifically designated by the District.

Power sources are not available at Ravenswood Park. Generators may be used only with District authorization, and only between the hours of 10am and 6pm.

XIII. GOLF, ARCHERY AND HORSESHOES

No person shall play or practice golf, archery or horseshoes, except in designated areas.

XIV. MODEL AIRPLANES, CARS AND OTHER SIMILAR DEVICES

No person shall fly model airplanes or operate gas powered model cars, vehicles, or other similar gas powered remote controlled devices within the grounds of any District park.

Battery powered remote controlled vehicles or devices may be used, but in a courteous manner, yielding to pedestrians and other park users.

XV. RESTROOM USE

No person shall use restrooms designated for the opposite sex, except children (age 6 and under) accompanied by an adult.

All persons shall cooperate in maintaining restrooms in a neat and sanitary condition.

XVI. ALCOHOL

No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within a park area (reserved or not).

Violation of this regulation shall be grounds for immediate removal from any park area, citation by the Contra Costa County Sheriff's Department, and revocation of future use and reservation privileges.

XVII. DISORDERLY CONDUCT PROHIBITED

Public parks are for the enjoyment and benefit of those persons who desire to use the facilities in an orderly manner. Disorderly conduct, including the following is prohibited:

1. Use of language which is offensive and likely to provoke an immediate violent reaction, including playing music which would do the same.
2. Throwing of rocks, stones or other missiles, likely to cause damage to any person, property, or animal. Use of typical play equipment, such as a Frisbee or baseball, shall be allowed so long as it does not endanger other park users.

XVII. DISORDERLY CONDUCT PROHIBITED

3. Carrying firearms or other dangerous weapons in the park, that is, potentially dangerous to human safety and wildlife, other than police officers in the discharge of their duties. Weapons prohibited under this section include, but are not limited to, firearms, any gun, pistol, bow and arrow, slingshot, or any type of object or device capable of propelling a projectile, knives (other than pocket or kitchen knives for the purpose of preparing or serving food), daggers, and martial arts weaponry, axes or machetes.
4. Possess, sell, display or discharge any fireworks or firecracker of any sort, except with explicit written authorization from the District General Manager and the East Contra Costa Fire Protection District.
5. Playing any game of chance, or operating any gaming table or instrument, or equipment designed for such game of chance.
6. Aggressive behavior such as pushing, shoving, or intentionally walking/riding close to another while walking, running, riding a bicycle, scootering, skateboarding, or roller/in-line skating.
7. Begging or soliciting contributions or subscriptions.
8. Climbing upon or tending to deface any wall, fence, shelter, building, structure or other public facility or equipment.
9. Appearing unclothed or in such attire, costume or clothing as to be exposed to public view.

XVIII. DISORDERLY CONDUCT PROHIBITED (CONT.)

Persons who are disorderly or publicly offensive to other park users or nearby residents shall be asked to cease such activity, and upon failure to do so, may be required to leave the park.

XIX. EXCESSIVE NOISE PROHIBITED

No person shall make excessive noise that distracts or disturbs park patrons or nearby residents.

XX. SELLING AND ADVERTISING

No person shall sell, offer for sale, or give away any goods, wares or merchandise, or services (including training courses) within any park without having obtained authorization from the District's General Manager or his/her designee.

No person shall affix, cause to be posted or affixed to any tree, shrub, plant, fence, building, structure, monument, wall apparatus, post, bridge, bench, gate or other physical object, any handbill, circular, booklet, card, pamphlet, sheet, poster or written or printed notice advertising any

commodity, article, merchandise, business activity, person, or thing within any public park without the prior authorization of the District's General Manager or his/her designee.

XXI. EMERGENCIES

In an emergency or when the District's Board of Directors shall determine that the public interest, or public health, or public safety demands such action, any park, or any part or portion thereof, may be closed to the public and all persons may be excluded there from until the District's Board of Directors or emergency personnel shall determine that public use of the park or the portion thereof may be properly resumed and orders the park or portion of thereof reopened to public use.

XXII. EXHIBITIONS, EVENTS, FESTIVALS, MEETINGS & ASSEMBLIES

Any person group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement, or a function, business meeting, assembly, demonstration or any large gathering (with the exception of a parade) where the expected attendance is 50 people or more occupying the park at any one time, must first obtain permission from the District's General Manager or his/her designee.

All requests for authorization under this section must be submitted no less than 45 days prior to the event to allow District staff time to prepare for the event.

Groups of any size requiring the assistance from the District (i.e. street barricades, etc.) must make a request in writing to the District at least 30 days prior to the event and may be required to reimburse the District for costs incurred as a result of the event. The District's General Manager or his/her designee may waive these requirements on a case-by-case basis.

Users wishing to stage or disperse a parade in a park and who have the necessary permit from the District are exempt from the requirements of this section.

XXIII. CAMPING

No person shall camp, lodge, erect a tent, or other temporary structure overnight in any public park without the authorization of the District's General Manager or his/her designee.

XXIV. CARE AND MAINTENANCE OF THE PROPERTY

All refuse and debris within the park area shall be deposited within the appropriate can or receptacle provided. When a can or receptacle is not provided or is full, users must remove their refuse or trash from the park and properly dispose of it elsewhere.

No person shall cut, break, injure, tamper with, deface, remove or disturb any tree, shrub, plant, rock, building, wall, fence, bench, sign, regulations, structure, apparatus or property; or climb any tree or wall, stand or sit upon monuments, bases, fountains, railings, fences, or any other property not designated for such purposes, nor shall persons hitch a horse or other animal to any tree or structure.

No person shall construct or erect any building, run or string any public service utility except by special written authorization.

No person shall wear footwear that will damage, injure, or create the need for excessive maintenance on any field, court, deck, floor, turf, or specialized surface prepared for particular games or activities.

XXIV. CARE AND MAINTENANCE OF THE PROPERTY (CONT.)

Only persons authorized by the District shall perform any work in or upon the park. Work, such as taking up or replacing soil, turf, ground, pavement, structures, trees, shrubs, plants, or flowers, shall be performed solely under the authorization of the District's General Manager or his/her designee.

No person shall use a park or any portion of the park when posted by the District as being closed for any reason, including, but not limited to when the park or portion thereof is closed for repairs or maintenance.

No user may engage in graffiti, tagging, or other defacing of District property or the property of others.

No person shall place or dump any foreign material like dirt, rocks, grass clippings, building materials, bottles, cans or anything similar on or within all parks and common areas.

XXV. CONDITIONS AND LIMITATIONS

Entry into the parks including reservations issued under the provisions of this chapter are subject to such reasonable conditions as the issuing body may deem necessary in order to ensure that the proposed use will be compatible with the general use of the park. Such conditions may include, but are not limited to the following:

1. Limitations on the times during which the proposed use will be permitted;
2. Limitations on the locations at which the use will be permitted;
3. Limitations on the number of people that will be permitted to participate in a use given a location;
4. Requirement that the applicant furnishes proof of insurance for one million dollars (\$1,000,000.00), naming the Town as an additional insured when the event poses serious liability to the town, its agents and/or employees;
5. Requirement that the applicants furnish private patrol or security where the nature of the use will impose undue burdens on the police services of the District;
6. Requirement that the applicants provide temporary sanitary facilities, trash containers, etc;
7. Require that the applicant post fees, deposits, or other security to cover the extraordinary costs which may be incurred by the District as a result of the proposed use.

No conditions imposed under these Rules and Regulations shall unreasonably interfere with the rights of individuals to express themselves or assemble, provided, however, that such activities shall be subject to such reasonable regulations so as to ensure the rights of the people to use their public parks shall not be unreasonably impaired. All users shall comply with all park rules and regulations unless otherwise specifically exempted there from.

END




Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

April 6, 2011

Prepared By: Rick Howard, General Manager 
Submitted By: Rick Howard, General Manager & Virgil Koehne, Water and Wastewater Manager

Agenda Title

Contract for the Operation and Maintenance of Water, Wastewater, and associated facilities for the Town of Discovery Bay Community Services District

Recommended Action

Approve contract for the Operation and Maintenance of Water, Wastewater and associated facilities for the Town of Discovery Bay Community Services District between the Town of Discovery Bay CSD and Veolia Water West Operating Services, Inc.

Executive Summary

On October 15, 2010 the Town of Discovery Bay CSD distributed RFP No. 10-01 seeking qualified firms for the operations and management of the Town's water and wastewater facilities. After an extremely thorough evaluation, Veolia Water was selected to continue to perform the services they have performed for the Town since January 2009.

The initial term of the agreement is five (5) years, with an option (at the District's discretion) to extend the term for an additional two (2) terms of five (5) years each. The financial terms stipulate initial year's compensation of \$1,148,000 annually, with built in cost escalators that adjust compensation annually, but in no event shall any single year increase exceed 3%. Additionally, payment terms provide for a 1% discount of the monthly invoice amount if the invoice is paid to Veolia by the District within fifteen (15) days of receipt of the invoice.

In order to fully effectuate the contract, Veolia will staff the project 24/7 with not less than eight (8) employees, not including back office administrative and technical support staff which is included as a part of the contract.

The Scope of Work is included in Appendix B of the Agreement and represents the work to be performed under the contract, which is attached as Exhibit A.

Continued on Page Two...

Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

January 5, 2011 – Authorization to Negotiate with Veolia Water

Attachments

- 1: Proposed Services Agreement with Veolia Water
2. January 5, 2011 Agenda Report

AGENDA ITEM: G-4

Recommendation to approve a Five (5) Year Services Contract with Veolia Water NA to provide Water and Wastewater Services to the Town of Discovery Bay CSD.

Page Two

Background

Veolia Water West Operating Services is a subsidiary of Veolia Environmental, a large well established international firm based in France. They provide water, wastewater, energy and transportation solutions for their clients. Veolia Environmental employs over 28,000 workers in North America, many of them within the Veolia Water division. Veolia Water has been providing water and wastewater services to the Town of Discovery Bay CSD since January 1, 2009.

In addition to Discovery Bay, Veolia presently operates Water and / or Wastewater operations throughout California. They provide services in Richmond, Novato, Rio Vista, Burlingame, Hollister, Atwater, Diablo Grande – Patterson, Lathrop, Arvin, Rialto, Palm Springs, and one (1) federal, one (1) state and one (1) Indian Nation.

Veolia's contract identifies a final staffing plan consisting of eight (8) full time employees. The staffing plan includes a Project Manager, one (1) Administrative Assistant, one (1) Assistant Project Manager, three (3) Operations and Maintenance Technicians, one (1) Maintenance Mechanic, and one (1) Instrumentation and Controls Technician. Additionally, the staffing plan allows for the opportunity to significantly reduce other contractual expenses that will likely result in significant savings to the District. One of the key characteristics of the staffing plan provides for an Instrumentation and Controls Technician (I & C Tech). This new position is integral to the ongoing maintenance and upgrade of the SCADA system. The I & C Tech will be responsible for the day-to-day oversight of the SCADA system and all relevant equipment that relies on SCADA, providing onsite monitoring, service and maintenance. Presently, those services are provided by an on-call consultant. While the on-call consultant will not entirely be eliminated, the work performed by this new position should result in significant savings to the District over the term of the contract.

During the time that Veolia has been providing water and wastewater services to the District, they have invested a significant amount of back-office staff time and resources to ensuring that the monthly Self Monitoring Reports comply with the State Water Board requirements relative to the electronic Self Monitoring Reports, or eSMR's. The eSMR's have reached the point where it is no longer necessary to submit paper SMR's. Furthermore, Veolia continues to enhance their Computerized Maintenance Management System (CMMS) as well as their new GIS based system, INFOCOMM, to monitor and evaluate the collection system. Veolia's corporate size provides them with certain economies of scale that allow them to share their knowledge and pertinent software packages with the District.

The proximity of other Veolia properties within our region, and the availability of those staff, provides a network of support that is available when needed. This sharing of resources can be a very beneficial asset for a small organization such as Discovery Bay. The ability to utilize assets in a Mutual Aid environment are important and a benefit in times of urgency.

Based upon Veolia's ongoing knowledge of the existing operations, their strong back office support, and the fact that they have made significant inroads into improving and updating and improving our water distribution and wastewater collection systems, staff recommends that the Board approve the contract for the Operation and Maintenance of Water and Wastewater facilities for the Town of Discovery Bay Community Services District between the Town of Discovery Bay CSD and Veolia Water West Operating Services, Inc.

Proposed Services Agreement

With Veolia Water

Will be distributed

Prior to the meeting



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

January 5, 2011

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH/CM*

Agenda Title

Recommendation to Negotiate a Five (5) Year Services Contract with Veolia Water NA to provide Water and Wastewater Services to the Town of Discovery Bay CSD.

Recommended Action

It is recommended that the Board of Directors:

1. Direct staff to negotiate a contract with Veolia Water NA for a period of Five (5) Years to operate the Town of Discovery Bay CSD's Water and Wastewater facilities; and
2. If a contract cannot be negotiated with Veolia Water NA that staff be directed to negotiate a contract with CH2M Hill for the subject services.

Executive Summary

On January 1, 2009 Veolia Water NA assumed operational control under a two (2) year emergency services contract to manage and operate the District's Water and Wastewater facilities, and all appurtenant infrastructure. That contract was set to expire on December 31, 2010. However, by Board action on December 15, 2010 that contract was extended on a month to month basis until such time as a new contract could be finalized.

On September 9, 2010 RFP 2010-01 (Attachment 1) was distributed to eight (8) potential vendors (Attachment 2). Three subsequent Addendums (Attachment 3) were also distributed to those on the vendor list. Site walks for vendors took place during late September and early October. On November 1, 2010, proposals were received from the following five firms: PERC Water, Severn Trent, Hydro Science, CH2M Hill and Veolia Water NA.

A RFP proposal committee consisting of President Graves, Director Tetreault, General Manager Howard, Water and Wastewater Manager Koehne, District Wastewater Engineer Gregory Harris of HERWIT, Inc, and resident Lee Doty reviewed the proposals. After an initial review of all proposal submitted, the list of potential vendors was narrowed to two (2) firms; CH2M Hill and Veolia Water (Attachment 4).

After an extremely thorough vetting of the two (2) remaining firms, the Committee selected Veolia Water NA for recommendation to the Board of Directors for a five (5) year contract.

Continued...

Fiscal Impact:

Amount Requested \$None at this time. However, a contract with all associated costs will be brought back to the Board when a contract is finalized.

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

1. RFP; 2. Vendor List; 3. Addendums; 4. Veolia Water Proposal Materials

COPY

AGENDA ITEM: F-2



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

April 6, 2011

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Reconsideration of Board Action relative to Merchant Card Services Agreement with Banc Card of America Inc. for Credit Card/Debit Card Transactions

Recommended Action

Reconsider Agreement between Banc Card of America inc. and the Town of Discovery Bay for Merchant Services Card Services to provide a Point of Service option for customers

Executive Summary

At the Regular meeting of March 16, 2011, the Board authorized staff to enter into an agreement with Banc Card of America Inc for merchant card services at the District. This service provides the public with the ability to pay their utility bills via credit card.

One of the items that the Board had concerns with at the March 16, 2011 meeting was the option allowing the customer to pay their bill via credit/debit card at the District office, or the "Point of Service", and have the District absorb those transaction costs.

Currently, approximately fifty (50) customers "walk-in" to the office on an average month to pay their bills. The majority of those customers pay by check, with the remainder paying by cash. Effective May 1, 2011 the cash option will no longer be an option for our customers. Based upon Board direction at the March 16, 2011 meeting, there will not be an option for the customer to pay by credit/debit card at the Point of Service. Customers will, however, be provided the option of paying by credit card either online or by telephone. In that instance, they will be charged a convenience fee of \$2.50 for each transaction.

In order to effectuate POS payment, staff recommends a minimal transaction fee be applied to the invoice amount at the time of the transaction to cover the District's cost of the transaction. Staff has three options for Board consideration:

1. Establish the fee at 2.5% plus \$.20/transaction;
2. Establish the fee at \$1.00/transaction; or
3. Establish the fee at \$2.00/transaction.

Option number one (1) is the actual cost charged by the merchant services company. Option number two (2) represents the approximate average of all transactions; and Option number three (3) covers the cost of transactions plus any administrative costs.

Staff recommends that the Board provide the POS option for customer payment of utility bills at the District office.

Fiscal Impact:

Amount Requested \$40.00 for FY 2011 and then \$240/Year thereafter

Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. XX Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

December 15, 2010; January 19, 2011; March 16, 2011

Attachments

March 16, 2011 Agenda Report

AGENDA ITEM: G-5



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

March 16, 2011

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager ✓

Agenda Title

Merchant Card Services Agreement with Banc Card of America Inc. for Credit Card/Debit Card Transactions

Recommended Action

Approve Agreement between Banc Card of America inc. and the Town of Discovery Bay Community Services District for Merchant Services Card Services and authorize the General Manager to execute the necessary documents.

Executive Summary

On January 19, 2011, the Board directed staff to begin the process of eliminating cash acceptance at the District for services and to begin the integration of credit and debit card acceptance for all district services.

Subsequent to that meeting, staff met with representatives of ECC Bank, our banking partner, and discussed the services that they can offer to the District. ECC Bank partners with Banc Card of America Inc. (BancCard) for merchant services in this area. Banc Card offers transaction authorization, processing, and network services to businesses that accept credit and debit cards as payments for products and services.

Banc Card will provide the District with all the necessary training, software and hardware to ensure a smooth transition for our residents and customers. Credit/Debit Cards accepted will include VISA, MasterCard and Discover.

From the consumer's perspective, this process will make bill payments much easier, offering more alternatives to paying their bills than in the past. Customers will be able to mail or drop off personal checks, have their bank mail in a check (through an online bill pay feature through their bank), pay online through our website with a credit/debit card, pay over the phone, or come in to the office and pay their bill by credit/debit card. If a credit/debit card is used online or over the phone, there will be a \$2.50 convenience fee per transaction that is paid for by the customer. If the customer pays at the point of service (at the office) there is no convenience fee charged. In that situation, the District would pay a nominal fee of 1.5% and 2.5% per transaction, depending on the type of card used. Consequently, there are three (3) different alternatives that customers may utilize that are free of service charges. There is a \$10.00 per month maintenance fee charged to the District for each account. Staff anticipates utilizing two (2) separate accounts; one for water services and another for general purchases (Discovery Bay logo merchandise).

Once this initial process is online and available for residents, the next step in the process will be to integrate the online bill pay feature through the District's website.

Staff continues to proceed with a May 1, 2011 implementation date that is consistent with Resolution 2011-02.

Fiscal Impact:

Amount Requested \$40.00 for FY 2011 and then \$240/Year thereafter

Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. XX Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

December 15, 2010 and January 19, 2011

Attachments

Merchant Card Services Agreement with Banc Card of America

Resolution 2011-02

COPY

AGENDA ITEM: F-4




Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

April 6, 2011

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager 

Agenda Title

Agency Comment Request – Sandy Cove Shopping Center/Chase Bank

Recommended Action

Review applicants' submittal to the Contra Costa County Department of Conservation and Development and comment as necessary.

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input into the proposed modification to a space vacated by Blockbuster Video in the Sandy Cove Shopping Center. The proposed modification is being proposed to accommodate a Chase Bank at that location. The modifications include color changes and the replacement of a storefront door.

The Contra Costa County Department of Conservation and Development is seeking Board input into these proposed modifications.

Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

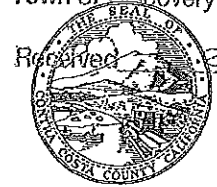
Attachments

Contra Costa County Department of Conservation and Development Agency Request Form

AGENDA ITEM: G-6

CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND DEVELOPMENT
COMMUNITY DEVELOPMENT DIVISION
651 Pine Street, 4th Floor, North Wing
Martinez, CA 94553-0095
Phone: 925-335-1210
Fax: 925-335-1222

Town of Discovery Bay CSD



Received 3/25/11

AGENCY COMMENT REQUEST

Date 3/24/11

We request your comments regarding the attached application currently under review.

☒ **DISTRIBUTION**
☒ Building Inspection ☐ Grading Inspection

☐ HSD, Environmental Health, Concord

☐ HSD, Hazardous Materials

☐ P/W - Flood Control (Full Size)

☐ P/W - Engineering Svcs (Full Size)

Date Forwarded _____

☐ P/W Traffic (Reduced)

☐ P/W Special Districts (Reduced)

☒ P/W—APC Floodplain Tech (2nd Floor)

☐ Advance Planning

☐ Redevelopment Agency/Housing

☐ Historical Resources Information System

☐ CA Native American Heritage Comm.

☐ CA Fish & Game, Region # _____

☐ U.S. Fish & Wildlife Service

☐ Fire District _____

☐ Sanitary District _____

☐ Water District _____

☐ City of _____

☐ School District _____

☐ East Bay Regional Park District

☐ MAC/TAC _____

☒ ~~State~~ Discovery Bay CSD

☐ DOIT - Deputy Director, Communications

☐ CDD-GIS

☐ LAFCO

☐ East CCC Habitat Conservancy (HCP/NCCP)

☐ County Geologist

☐ Airport Land Use Commission Staff (ALUC)

Community Organizations:

Please submit your comments as follows:

Project Planner Gary Kupp

Phone # (925) 335-1230

E-mail gary.kupp@dcd.cccounty.us

County File # CV11-0005

Prior to 4/5/11

We have found the following special programs apply to this application:

No Redevelopment Area

No Active Fault Zone

A Flood Hazard Area, Panel # _____

Yes 60 dBA Noise Control

☐ CA EPA Hazardous Waste Site

Mineral Rights Holder:

AGENCY: Please indicate the code section of recommendations required by law or ordinance. Send copies of your response to the Applicant & Owner.

Comments: ☐ None ☐ Below ☐ Attached

Print Name _____

Signature _____ DATE _____

Agency phone # _____

Callahan

**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION & DEVELOPMENT
COMMUNITY DEVELOPMENT DIVISION**

TO BE COMPLETED BY APPLICANT/OWNER	
OWNER Name <u>PACIFIC/BOWIE-TRACY II</u> Address <u>P.O. BOX 3000</u> City, State <u>NEWPORT BEACH CA</u> Phone <u>949 760 8591</u> Zip <u>92651</u>	APPLICANT Name <u>BURNHAM NATIONWIDE</u> Address _____ City, State _____ Phone _____ Zip _____
By signing below, owner agrees to pay all costs, including any accrued interest, of costs not paid by the applicant. <input checked="" type="checkbox"/> Check here if billings are to be sent to applicant rather than owner Owner's Signature <u>Debra Boi, Partner</u>	By signing below, the applicant agrees to pay all costs for processing this application, plus any accrued interest, if costs not paid within 30 days of invoicing. Applicant's Signature _____
CONTACT PERSON (optional) Name <u>TASIA KALLIES</u> Address <u>111 WEST WASHINGTON STREET, SUITE 450</u> City, State <u>CHICAGO, IL</u> Phone <u>312-260-7090</u> Zip <u>60602</u>	APPLICATION TYPE <input type="checkbox"/> Lot Line Adjustment <input checked="" type="checkbox"/> Certificate of Compliance <input type="checkbox"/> Other _____ INSTRUCTIONS ON REVERSE SIDE OF FORM

Nature of Request: (Attach supplemental statement if necessary) Paint facade and replace existing storefront door system for Chase Bank at 14810 Hwy 4, Spaca D in Discovery Bay.

OFFICE USE ONLY

Application Description: Applicant request approval of paint color and replacement of storefront door. 2001-3032

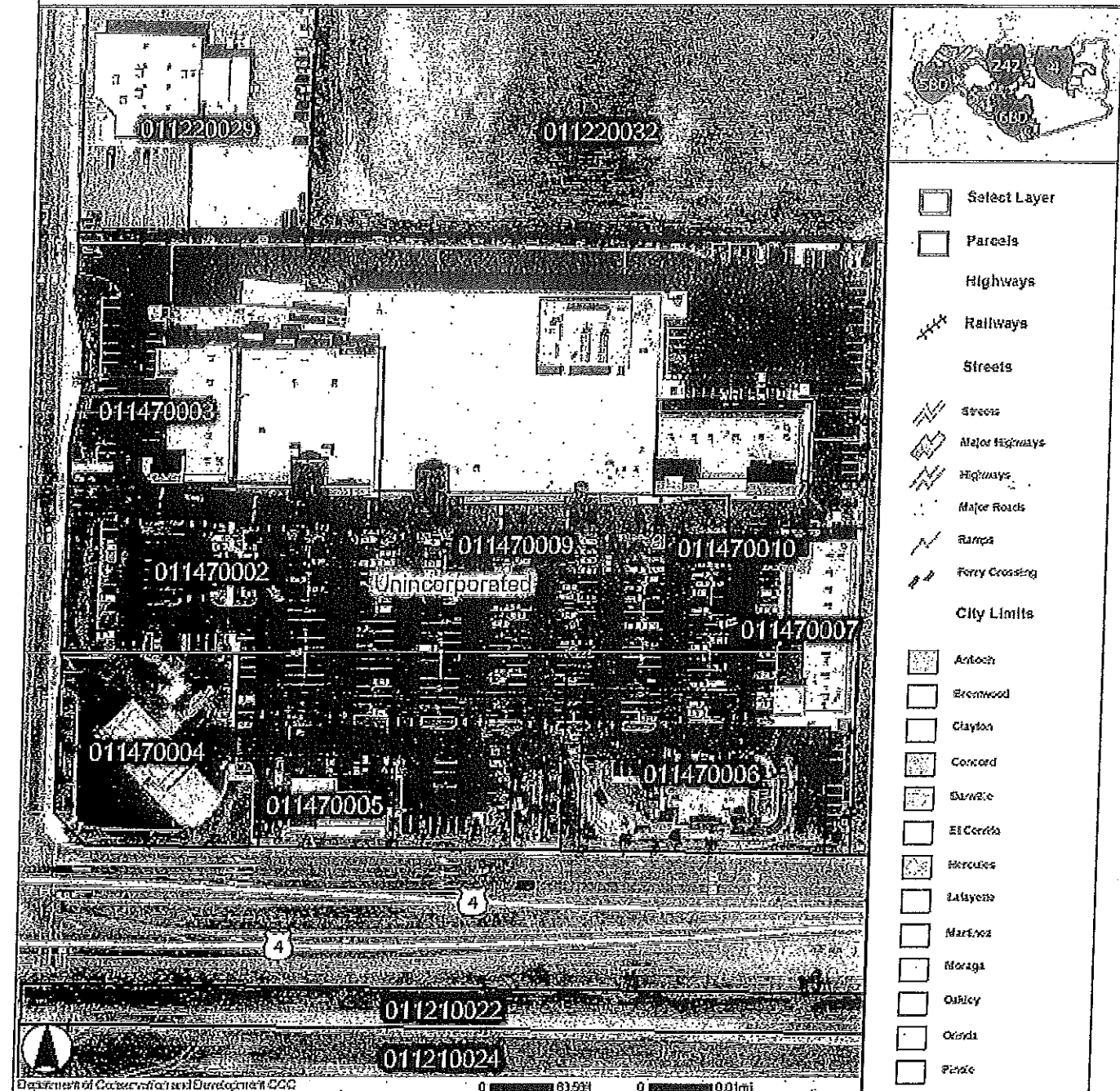
Property Description: 20,909 parcel fronting on Hwy 4 in the Sandy Cove Shopping Center. T8456 L3

Ordinance Ref. _____ Area <u>Discovery Bay</u> Fire Dist. <u>East Contra Costa Fire</u> Sphere of Influence <u>/</u> Flood Zone <u>A</u> x-Ref Files _____ Concurrent Files: _____ <u>Requires Flood Plain Permit prior to B1 Permit</u>	<table border="1"> <tr> <th>Type of Fee:</th> <th>FEE AMOUNT</th> <th>S-CODE</th> </tr> <tr> <td>*Base Fee/Deposit:</td> <td>\$500.00</td> <td>S-032</td> </tr> <tr> <td>Lot Line Adjustment</td> <td></td> <td></td> </tr> <tr> <td>*Base Fee/Deposit</td> <td>\$1,000.00</td> <td>S-013</td> </tr> <tr> <td>Certificate of Compliance</td> <td></td> <td></td> </tr> <tr> <td>*Base Fee/Deposit</td> <td><u>\$500.00</u></td> <td>S-</td> </tr> <tr> <td>Other:</td> <td></td> <td></td> </tr> <tr> <td>Notification Fee</td> <td>\$</td> <td>S-52B</td> </tr> <tr> <td>#Addresses x \$1.50 + \$30</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td><u>\$500.00</u></td> <td></td> </tr> <tr> <td>Receipt #</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td colspan="3">*ADDITIONAL FEES BASED ON TIME AND MATERIALS WILL BE CHARGED AFTER STAFF COSTS EXCEED BASE FEE</td> </tr> </table>	Type of Fee:	FEE AMOUNT	S-CODE	*Base Fee/Deposit:	\$500.00	S-032	Lot Line Adjustment			*Base Fee/Deposit	\$1,000.00	S-013	Certificate of Compliance			*Base Fee/Deposit	<u>\$500.00</u>	S-	Other:			Notification Fee	\$	S-52B	#Addresses x \$1.50 + \$30			TOTAL	<u>\$500.00</u>		Receipt #			Other			*ADDITIONAL FEES BASED ON TIME AND MATERIALS WILL BE CHARGED AFTER STAFF COSTS EXCEED BASE FEE			Assessor's No. <u>011-470-003</u> Site Address <u>14810 Bixler Rd</u> Zoning District <u>P1</u> Census Tract <u>3040</u> Atlas Page _____ Supervisorial Dist. <u>3</u> Rec'd by <u>Debra Laughlin</u> Date Filed <u>3-9-11</u>
Type of Fee:	FEE AMOUNT	S-CODE																																							
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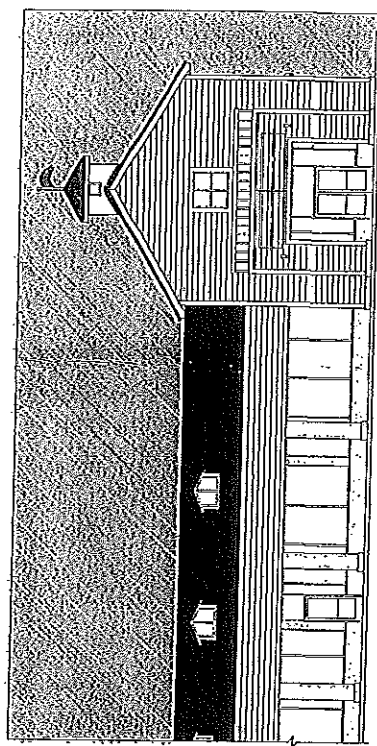
INSTRUCTIONS ON REVERSE SIDE

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m-2032 attached

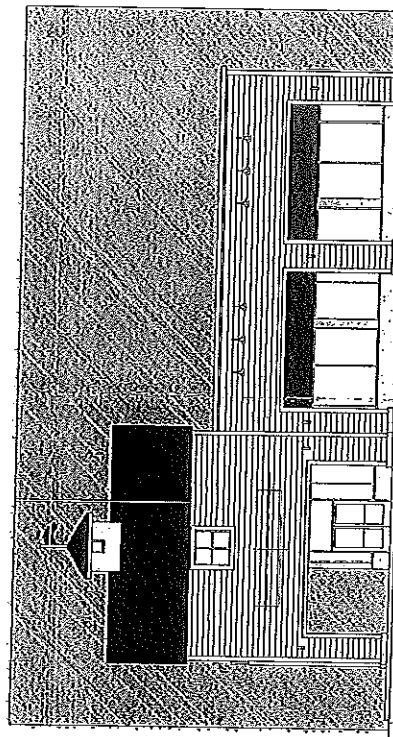
ORTHOPHOTOGRAPHY



Refer to the ArcGIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.



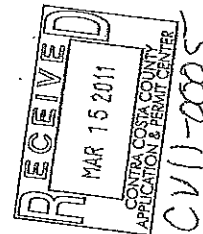
WEST ELEVATION
SCALE: 3/16"=1'-0"



SOUTH ELEVATION
SCALE: 3/16"=1'-0"

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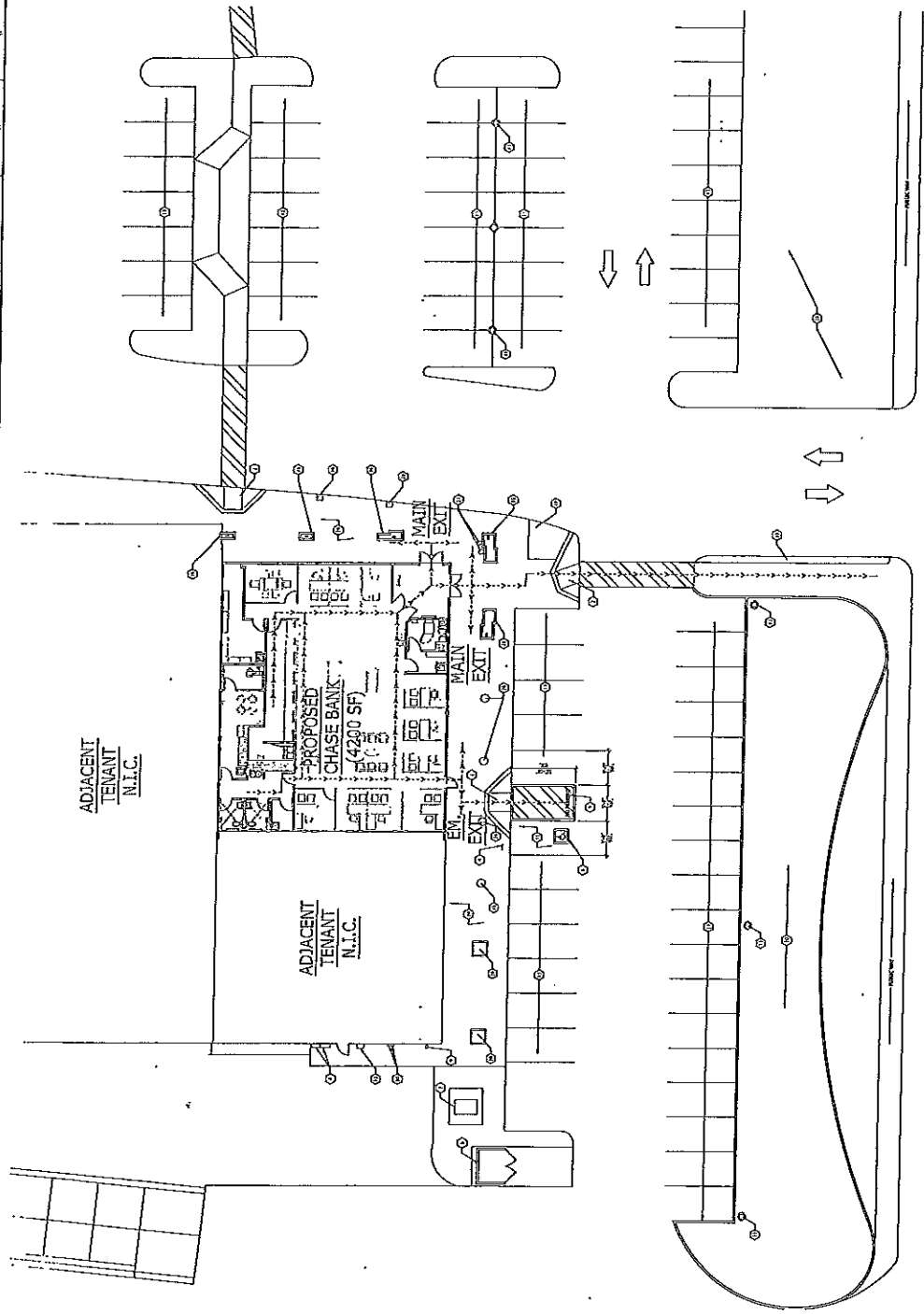


CHASE

BIXLER & HWY 4
14810 HIGHWAY 4 #D
DISCOVERY BAY, CA 94505
FEBRUARY 15, 2011

design-form
A COMMITMENT TO EXCELLENCE
David J. Johnson, Architect & Designer

STALKER ROAD



GENERAL NOTES

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CHASE

BIXLER & HWY 4 RD
1810 HWY 4 RD
DISCOVERY BAY, CA 94505

design forum
Architects, Inc.
1000 1st Street, Suite 100
Berkeley, CA 94710
Tel: 415.863.1000
Fax: 415.863.1001
www.designforum.com

DEMOLITION
PLAN

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LEAD LINE

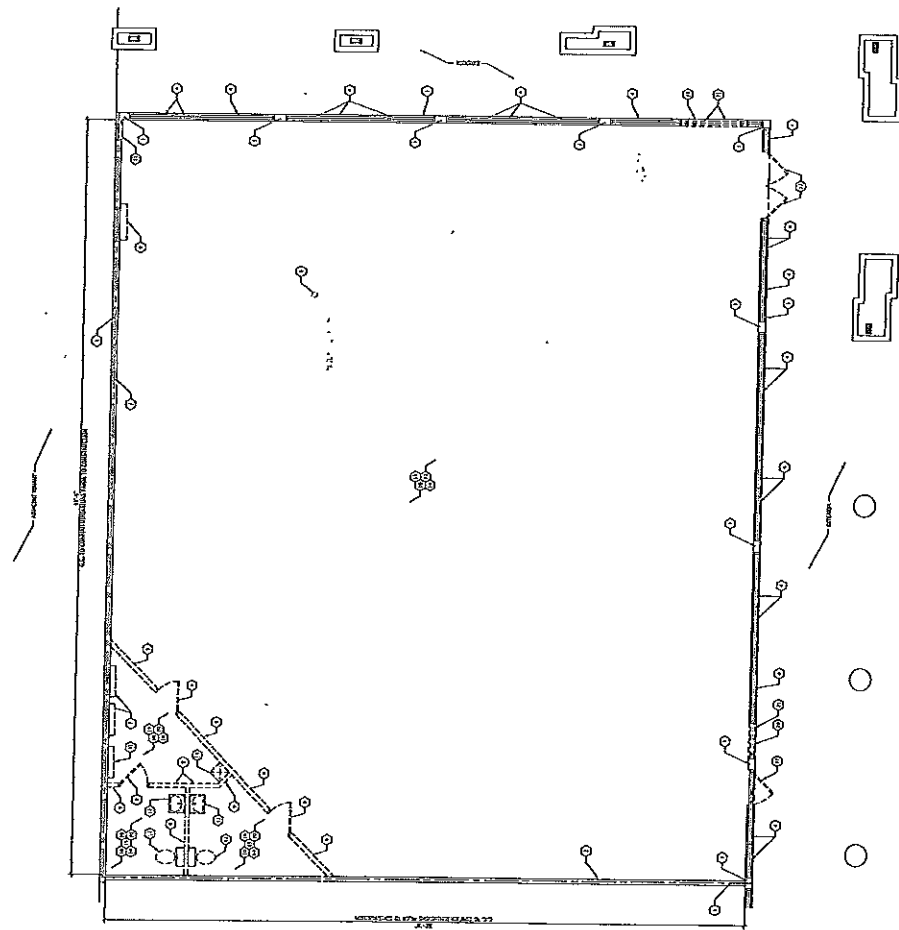
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OF 17

design forum.
architects, inc.
Donald J. Friedman Architects & Group
2025 Parker Road, Suite 400, Englewood, CO 80110
(303) 440-4000

CHASE
BXLER & HWY 4
14910 HWY 4 #D
DISCOVERY BAY, CA 94505

SILVER LAKES C

GENERAL DEMOLITION NOTES





Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

April 6, 2011

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Appointment of Public Members to the FY 2011-12 Budget Review Committee

Recommended Action

Appoint Public Committee Members to the FY 2011-12 Budget Review Committee

Executive Summary

At the March 16, 2011 Regular Meeting of the Board, Ad-Hoc Committee appointments were made to the Communications and Community Center Committees, respectively.

The decision to appoint public members to FY 2011-12 Budget Review Committee was postponed pending the application of additional applicants to that committee. There has been one (1) additional applicant to the committee since the last meeting.

Those members of the public who have applied to be on the FY 2011-12 Budget Review Committee are as follows:

Jeff Barber, Christeen Era, Gaylin Zeigler, and Michael McCleery

Copies of their letters of interest and statements of qualifications are attached to this report. The existing FY 2011-12 Budget Review met earlier this week and will make their recommendation for consideration at tonight's meeting.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

February 2, 2011 Board Action to Create the FY 2011-12 Budget Review; the Community Center and the Communications Ad-Hoc Committees

Attachments

1. Letters of Interest and Statement of Qualifications of applicants;

AGENDA ITEM: G-7

Calista Anderson

Budget Review Committee

From: Rick Howard [rhoward@todb.ca.gov]

Sent: Tuesday, March 08, 2011 5:48 PM

To: 'Calista Anderson'

Subject: FW: submittal for the DB CSD advisory committees presently being formed

TOWN OF DISCOVERY BAY
RECEIVED

2-21-11

From: Jeff Barber <jeffbarber@todb.ca.gov>

Date: February 21, 2011 10:43:58 PM PST

To: Carol McCool <cmccool@todb.ca.gov>

Bcc: mark simon

Subject: submittal for the DB CSD advisory committees presently being formed

To the DB CSD Board of Directors,

Please accept this communication as my submittal for the DB CSD advisory committees presently being formed. As you all know, over the last four years, I have voiced my opinion and submitted recommendations on matters pertaining to each of the three committees being formed. At this time I am willing to serve as a volunteer member on any of the three committees. I believe my professional background and specific knowledge of local matters would allow me to contribute equally to any of the committees. I am willing to serve at the pleasure of the DB CSD Board on the committee of your choice. I maintain a flexible schedule and am generally available for meetings scheduled during week days and or week nights.

Qualifications:

10+ year part-time and full-time resident of DB

4+ year regular attendee of DB CSD meetings - familiar with CSD operations/issues and with CC County government functions

Present and past property owner in multiple small communities comparable to DB; this experience provides a unique point of reference

25+ year business career dealing with matters pertaining to science/health & human safety, including significant interaction with (state, federal & international) government regulators

More than 20 years of domestic/international M&A experience requiring extreme levels of due diligence and feasibility analysis

12 years of experience as a public company corporate officer; directly responsible for approving financial statements and SEC submissions

5 years as a public company president & CEO

Director of multiple private and public companies

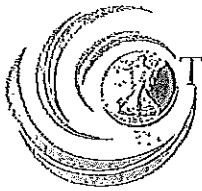
Directly managed PR/communication and legal affairs pertaining to, at the time, the largest class action litigation case in US history

Reviewed all of the primary documents (obtained from the county) related to the proposed DB Community Center

Member of the St. Anne's Fiance Committee during the period leading up to the new facility being built in
Byron

Jeff Barber





The Merchants Mirrou

Bookkeeping & Administrative Consulting

A Clear Reflection of your
Professional Growth

February 22, 2011

Rick Howard
General Manager
Town of Discovery Bay

Dear Rick:

Thank you for your letter of February 16th, 2011 seeking applicants to join the various committees for the Town of Discovery Bay CSD.

I am expressing interest in contributing my time to the Budget Review Committee.

I have been the owner and operator of my own accounting company for over 5 years and have over 12 years experience in accounting and taxes. My company has worked closely with many different industries and companies to address their accounting needs; from Sole Proprietors to Non Profits and Corporations. We have assisted our clients in building accounting departments from scratch to full reconstructions, as well as maintenance, audits and budgeting.

I am a Certified CPB, Professional Federal and State Tax filer and QuickBooks ProAdvisor in all versions of the software. We hold membership with the BBB, NACPB and AIPB. In addition I serve as the Vice President of the Discovery Bay Chamber of Commerce.

As it has been a pleasure, I would like to continue to contribute my time to bettering the community and I have enjoyed working side by side with other citizens in our community that share this interest. I hope my skill sets will be of assistance to the CSD.

I would like to commend your organization for the important contribution it makes to our community, and I wish you and the other board members continued success.

Sincerely,

Christeen Era

Calista Anderson

From: Rick Howard [rhoward@todb.ca.gov]

Sent: Monday, March 28, 2011 3:33 PM

To: 'Calista Anderson'

Subject: FW: Budget Committee interest

Town of Discovery Bay CSD Budget Committee Application

124 3/29/11
3-29-11

Gaylin James Zeigler

Home Address: [REDACTED]

City: Discovery Bay State: CA ZIP: 94505-1834

Home Phone: [REDACTED]

Personal Experiences, Skills, and Interests:

Education/Background: AA, with distinction, Worthington (MN) Jr College; BSBA from Minn. State, Mankato (Magna Cum Laude); MBA So Ill U-Edwardsville, including coursework at Dartmouth College, NH.

Numerous advanced management training courses as an Army civilian employee during my 30+ year public service career. Among the first to be designated Certified Defense Financial Manager. More recently received Certificate of Completion from Exec Council of Homeowners for attendance at "HOA University".

Occupation/Employer: Several positions in varied locations in Army Comptroller Career Program, specializing in planning, programming and budgeting; ending as Director of Resource Management for South Pacific Division of Corps of Engineers. Oversaw accounting, budgeting, management analysis/studies, manpower management of 4 Districts within SW US...Also served as Co-Chair of Regional Management Board, with oversight of all operations including military design & construction (family housing, etc); & Civil Works (water safety, regulatory functions, etc). Former Director & Treasurer of the Lakeshore Homeowners Association Board, of which I've been a resident for 6 years.

Community Activities: I've served in several positions on fraternal groups including as President of the Golden Gate Chapter of the American Society of Military Comptrollers, and as mentioned recently was a board member for the Lakeshore Homeowner's Association. Have been in occasional attendance at Discovery Bay CSD meetings, although will be unable to this month.

Special Interests: Sound resource/financial planning, public safety, infrastructure, government in general. I have both observational & first hand experience with the pitfalls that may arise in the community planning & financial processes. I'm retired, so even though I do enjoy traveling around this great country of ours sometimes, I should be able to devote the time and effort needed to be part of this Committee in its important budgetary review role for the Community and the Board.

ank you for your consideration,

aylin Zeigler

[REDACTED]

3/29/2011

Michael W. McCleery
[REDACTED]
Discovery Bay, CA 94505

February 24, 2011

TOWN OF DISCOVERY BAY
RECEIVED
2-25-11

Town of Discovery Bay Community Services District
1800 Willow Lake road
Discovery Bay, CA 94505-9376

Attn: Rick Howard

Subject: Letter of Interest for Serving on the CSD Budget Committee

Dear Mr. Howard:

Please accept this letter, and attached resume, as an application to serve on the proposed CSD Fiscal Year 2011-12 Budget Committee. I have an extensive background in budgeting and measuring performance against budget for a major defense company. I believe this industry experience can be used to assist in the Town of Discovery Bay budget development – both for the next fiscal year, and also for five year planning.

I am now retired and would like to “give back” to the community. I believe I could help in areas of:

- Assisting in developing calendarized detailed budgets, and then summarizing them for use in measuring actual cost performance.
- Including “open commitments” (unpaid contractual commitments) when looking at capital expenditures.
- Summarizing budgets and actual costs by revenue source (separating reimbursed costs such as landscaping into separate categories).
- Displaying revised fiscal year estimates against full year budgets.
- Publishing a five year expected case budget plan on the CSD web site to improve communications and to improve the public’s understanding of why rate increases will be required in the future.
- Looking at potential revenue sources (such as developer fees) to mitigate the impact of forthcoming requirements such as reducing copper and salinity discharges.

Rick, I’m sorry I missed the last CSD meeting. Unfortunately, I will also be out of town for the next CSD meeting, back on March 10th.

Sincerely,

Michael W. McCleery

Attachment

RESUME

Michael W. McCleery
[REDACTED]
Discovery Bay, CA 94505
[REDACTED]

Education:

B.S. Physics, 1971, University of Utah, Sigma Phi Epsilon Fraternity
MBA, 1973. University of Utah, Beta Gamma Sigma Honorary Fraternity

Work Experience:

Retired 2008 as Controller after 35 years at Space Systems / Loral
Ford Aerospace / Space Systems Loral: 1973 to 2008, Palo Alto, CA

Financial Analyst supporting Materiel, and then Corporate Finance '73 to '77
Assistant Program Mgr in Charlotte NC '77 to '78

Profit Analysis Supervisor '78 to '80, for a \$1.5 billion subsidiary of Ford Motor Company. Responsible for developing annual sales/profit/cash flow budgets and reporting against plans.

Budget Analysis Supervisor '80 to '82, responsible for indirect cost budgeting and reporting, R&D budgets, and indirect rate negotiations with the Government.

Finance and Contracts Manager SATCOM Terminals Operation, and Space and Range Systems '82 to '96. While at Space and Range Systems, responsible for obtaining validation for Government Cost/Schedule Systems Control Criteria for use on major Government contracts.

Controller Space Systems / Loral '96 to 2008,
Responsible for a staff of 45: Corporate Finance, Budget Analysis (Including DOD Indirect Rates), Accounting, Payroll, Travel Accounting, Internal Audit. Support for 10(k) submissions, Primary Public Accounting audit interface.

Other Activities:

Secretary, Treasurer, and Vice President, Cypress Point Homeowners Assn.
Indian Princess – Father (and Grandfather)
House remodeling, designing and contracting Discovery Bay House –
Landlord
Discovery Bay Golf Club
Discovery Bay Yacht Club
Running, water and snow skiing, traveling

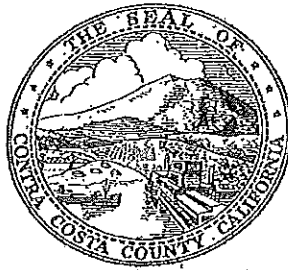
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ITEM # J

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ITEM # K

Byron
Municipal
Advisory
Council



Office of Supervisor Mary N. Piepho
Contact: Karyn Cornell
181 Sand Creek Road, Suite L
Brentwood, CA 94513
925-240-7260

Respectfully submitted by: _____

DRAFT

*The Byron Municipal Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

Record of Actions

Meeting start time: 7:04p.m.

Thursday, February 17, 2011

1.) Meeting called to order by Chair Juárez at 7:05 p.m. Vice Chair Schmit and Council members Beltran and López present. Absent; Council member Della Nina.

2.) Public Comment: No public comment received.

3.) Review of Record of Actions of 1-20-11 meeting: Council member Lopez made a motion to accept the Record of Actions as prepared. Second by Council member Beltran. Motion carried 4-0.

4.) Approval of Agenda: Vice Chair Schmit made a motion to accept the agenda as prepared. Second made by Council member López. Motion carried 4-0.

5.) Presentations:

1.) Contra Costa County Public Works Department regarding Camino Diablo and J-4 intersection and other transportation items: Adelina Huerta and Billilee Balangan: Public Works staff provided an overview of the segment of roadway in questions and a summary of the previous presentation at the October 2010 Byron MAC meeting. Public Works distributed potential project options for the intersections. Public comment received regarding the area being heavily traveled and thoughts on the project options. Byron MAC members requested Public Works to look into the complete project option for the intersection and keep them apprised.

6.) Agency Reports

a.) East Contra Costa Fire Protection District: Field Representative Cornell distributed the Incident report from the Fire District for January 1, 2011 through February 15, 2011.

b.) California Highway Patrol: No representative present.

c.) Office of Supervisor Mary N. Piepho: Field Representative Cornell reported on the following items: reminder of the upcoming Joint MAC meeting on February 26; reminder of the upcoming Advisory Training on February 28; notice of East Contra Costa Fire Protection District resignation; distribution of the East Bay EDA 2010 Indicators; overview of the Earn It, Keep It, Save It program; General Plan amendment Study approved by the Contra Costa County Board of Supervisors for the Byron Four Corners.

7.) Items for Discussion and/or Action

a.) Agency Comment Request regarding a request for an amendment to the final quarry reclamation plan for County File # LP052016 "Sand Hill Ranch Phase II: Motion made by Council Member Lopez to accept project. Second made by Vice Chair Schmit. Motion carried 4-0.

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

8.) Correspondence Key: R= Received S= Sent

- a.) R-1/10/11 Supervisor Piepho regarding Transportation Water and Infrastructure memo update regarding Prop 1B monies.
- b.) R-1/12/11 Contra Costa County Department of Conservation and Development regarding Delta Stewardship Council scoping meetings.
- c.) R-1/14/11 Town of Discovery Bay CSD regarding request or addition to 2011 Byron MAC Agenda Distribution list.
- d.) R-1/18/11 Town of Discovery Bay CSD regarding notification of Elected Board of Directors, Nominated Officers, and New General Manager /Board Secretary for 2011.
- e.) R-1/24/11 Contra Costa County Zoning Administrator Meeting Notice and Agenda for Monday, January 24, 2011.
- f.) R-1/24/11 Supervisor Piepho regarding request for support for continued federal funding for the Vasco Road Improvement Project (Phase II).
- g.) R-1/25/11 Contra Costa County Planning Commission Meeting Agenda for Tuesday, January 25, 2011.
- h.) R-1/25/11 Supervisor Piepho regarding a Board Order from the January 18, 2011 Board of Supervisors' meeting: 1.) January 11, 2011 Approve Notice of Intention to Purchase 2.83 acres of Real Property located on Technology Way, Brentwood, and make findings under CEQA.
- i.) R-1/25/11 Supervisor Piepho regarding a Board Order from the January 11, 2011 Board of Supervisors' meeting: 1.) December 1, 2010 Approve and Authorize the Public Works Director, or designee to execute a contract with Condor Country Consulting, Brentwood/Byron area. 2.) December 16, 2010 Reappointment to the Byron-Brentwood-Knighten Union Cemetery District.
- j.) R-1/26/11 Contra Costa County Department of Conservation and Development regarding the 2013 Sustainable Communities Strategy/Regional Transportation Plan.
- k.) R-2/7/11 Contra Costa County Zoning Administrator Meeting Notice and Agenda for Monday, February 7, 2011.
- l.) R-2/8/11 Contra Costa County Planning Commission Meeting Cancellation Notice for Tuesday, February 8, 2011.
- m.) R-2/9/11 Contra Costa Local Agency Formation Commission Notice and Agenda for Regular Meeting for Wednesday, February 9, 2010.

9.) Future Agenda Items:

- a.) Code Enforcement Issues Update

10.) Adjourned at 8:14 p.m. to next meeting scheduled for March 2011.



County Supervisor Mary Nejedly Piepho, District III
CONTRA COSTA COUNTY BOARD OF SUPERVISORS

Received 3/24/11
Emailed to GM + Board

COMMITTEES

Internal Operations Committee

Delta Protection Commission

Transportation, Water &
Infrastructure Committee

Tri Valley Transportation
Committee

Local Agency Formation
Commission

Central Contra Costa
Solid Waste Authority

Airport Committee

Association of Bay Area
Governments

Contra Costa Regional Medical
Center Joint Services Committee

Dougherty Valley Oversight
Committee

South West Area Transportation

March 21, 2011

Ken Jacopetti, Superintendent
Byron Union School District
14301 Byron Highway
Byron, CA 94514

Dear Superintendent Jacopetti,

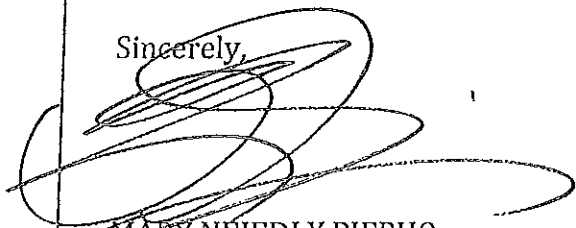
As a parent with a student currently attending Excelsior Middle School, let me begin by congratulating you on the great improvements currently taking place on the campus. The new entrance to the campus off of Byer Road provides a much safer access to the campus and is a great addition.

I do however have remaining questions and concerns regarding the former "button-hook" entrance to the campus off of Byron Highway/J-4 and the current exit routes for the campus onto Byron Highway/J-4. I would ask that yourself or representatives from the District meet with staff from the Contra Costa County Public Works Department and myself to finalize these improvements and reconfiguration of traffic flows.

Please contact my office at (925) 240-7260 to arrange a meeting convenient to your schedule.

As always, it is an honor to work with you in service to the constituents of east Contra Costa County.

Sincerely,


MARY NEJEDLY PIEPHO
County Supervisor, District III

Cc: Julie Bueren, Contra Costa County Public Works Department
Kevin Graves, President, Town of Discovery Bay CSD✓
Linnea Juarez, Chair, Byron MAC

AGENDA ITEM – L-2